

PURCHASE ORDER

Department of Social Welfare and Development
Cordillera Administrative Office

Annex G-5

Supplier	GOLDEN BERRIES HOTEL & CONVENTION CENTER	Purchase Order No.	2020-10-435
Address	SAN JUAN, TABUK CITY, KALINGA	Date	08/10/2020
		Mode of Procurement	SVP

Gentlemen:

Please furnish this office the following articles subject to the terms and conditions herein.

Place of Delivery		Within Kalinga		Delivery Term:	Complete
Date of Delivery		AS SCHEDULED		Payment Term:	Charge
Stock/Property	Unit	Description	QTY	Unit Cost	Total Cost
CATERING SERVICES FOR THE TRAINING ON THE USE OF PPIS FOR PDOs AND SWOs IN KALINGA					
DAY 1: October 20, 2020					
	servicing	Lunch Rice, Pinikpikan, Relyenong Bangus, Pinakbet, fruit juice, Assorted fruit slices	18	180.00	3,240.00
	servicing	PM Snacks Pansit Bihon with Shanghai, Buko juice	18	80.00	1,440.00
	hall	Hall Rental for Half Day	1	FREE	
DAY 2: October 21, 2020					
	servicing	AM Snacks Cheesy baked macaroni, boiled corn (half), cucumber juice	18	70.00	1,260.00
	servicing	Lunch Rice, Sinigang na hipon, Chicken Inasal, Chopsuey, Assorted fruit slices	18	180.00	3,240.00
	servicing	PM Snacks Lomi, Boiled Banana, Natural fruit juice	18	80.00	1,440.00
	hall	Hall Rental for 1 day	1	FREE	
DAY 3: October 22, 2020					
	servicing	AM Snacks Spaghetti with meatballs, natural lemon juice	18	80.00	1,440.00
	servicing	Lunch Rice, Pork steak, Grilled Pusit, Mongo with Ampalaya, Fruit Salad	18	180.00	3,240.00
	servicing	PM Snacks Chicken Sandwich, Nachos, Natural fruit juice	18	80.00	1,440.00
	hall	Hall Rental for 1 day	1	FREE	
DAY 4: October 23, 2020					
	servicing	AM Snacks Ginataang bilo-bilo, Fried Camote Chips, Lemonade	18	80.00	1,440.00
	servicing	Lunch Rice, Pork Inihaw, Sinigang na Bangus, Ensaladang Gulay with bagoong, fruit juice, Assorted Fruits slices	18	180.00	3,240.00
	servicing	PM Snacks Ham and Cheese Sandwich in wheat bread with lettuce, cucumber & tomato, Nachos, Buko Juice	18	80.00	1,440.00
	hall	Hall Rental for 1 day	1	FREE	
OTHER REQUIREMENTS			COMPLIANCE		
CATERING					
		Food station must be manned by one (1) restaurant crew or personnel only, and must observe health precautions. Meals and snacks should be individually packed using biodegradable packaging materials or plated	✓		
		Lunch served with the combination of three viands (2 meats/fish and 1 vegetable). AM and PM snacks are preferably indigenous or healthy snacks with a glass of coconut water or natural fruit infused juice. If indicated Menu is not available, please attach proposed menu with serving details to be concurred by the end-user Note: a) creamer, sugar, and the like are preferred to be in a canister rather than in sachet to comply with green procurement b.) Portioning or serving of meals is based on standard and applicable food measurement (e.g. bowl of bilo-bilo or 2 pcs of suman with 1 slice of riped mango)	✓		
		Inclusive of free flowing brewed coffee/lemon grass tea and mineral water	✓		
		All materials must be reusable or recyclable	✓		
VENUE					
		Undertake body temperature checking using thermal scanner at the venue entrances for all guests/participants by qualified health or medical staff or trained personnel	✓		
		Sanitizing mats are provided at the entrance of the venue for the disenfection of guests' shoes	✓		
		Physical distancing measures, hand sanitation, and respiratory etiquette must be observed when handling guests at the reception area	✓		
		Essential health kits such as 70% ethyl alcohol/hand sanitizer, tissue/paper towel and disposable waste bag should be available at the reception or counter	✓		

	The conference/ function hall is: a. function hall must adhere to 50% capacity to ensure physical distancing b. can accommodate the proposed number of attendees with distance regardless of the layout and arrangement of stage, chair, and table set up using rectangular or round tables, among others. Table set up should accommodate 50% of the original capacity c. sound proofed, well lighted and well ventilated d. In light of physical distancing, seating arrangement must consider enough spacing (to contribute to the conduciveness of the learning environment)	✓		
	Has access to strong WiFi connection to wit: minimum of 30 mbps for usual browsing (Google Meet, YouTube, Social media & other online platforms)	✓		
	Availability and free use of one functional LCD Projector	✓		
	Free charging of all electronic gadgets (i.e laptop, projector, mobile phone, among others), including free use of extension cords for the whole duration of the activity	✓		
	The place of delivery of the goods / services is within Kalinga.	✓		
			TOTAL	22,860.00
(Amount in words)		#NAME?		

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.

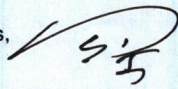
Conforme:

(Signature over Printed Name) _____ Date

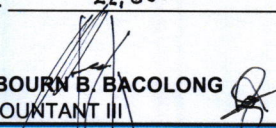
Bank Account Name _____ Bank Account Number

TIN Number *please tick tax type
 vat
 non-vat

Date of BIR Registration

Very Truly Yours, 

LEO L. QUINTILLA
Signature over Printed Name of Authorized Official
OIC Regional Director
Designation

Fund Cluster: <u>01 CME CURRENT</u>	ORS/ BURS No. : <u>02-10101-2020-10-05600</u>
Funds Available: <u>22,860.-</u>	Date of the ORS/ BURS: <u>OCT. 09, 2020</u>
WILBOURN B. BACOLONG ACCOUNTANT III 	Amount: <u>22,860.00</u>

RCL/crgd