

# PURCHASE ORDER

Department of Social Welfare and Development  
Cordillera Administrative Office

Annex G-5

|   |             |  |            |                            |                       |             |   |
|---|-------------|--|------------|----------------------------|-----------------------|-------------|---|
| <b>Supplier</b>   |             | NYDHIS IVAN FOOD STAND & CATERING SERVICES   |            | <b>Purchase Order No.</b>  |                       | 2020-10-467 |   |
| <b>Address</b>  |             | Poblacion Luna, Apayao   |            | <b>Date</b>                |                       | 10/16/2020  |   |
|   |             |  |            | <b>Mode of Procurement</b> |                       | SVP         |   |
| Gentlemen:  |             |  |            |                            |                       |             |   |
| Please furnish this office the following articles subject to the terms and conditions herein. |             |  |            |                            |                       |             |   |
| <b>Place of Delivery: Within Apayao</b>   |             |  |            | <b>Delivery Term:</b>      |                       | Complete    |   |
| <b>Date of Delivery</b>   |             |  |            | <b>Payment Term:</b>       |                       | Charge      |   |
| October 20, 2020  |             |  |            |                            |                       |             |   |
| <small>Stock<br/>Property<br/>No.</small>   | <b>Unit</b> | <b>Description</b>   | <b>QTY</b> | <b>Unit<br/>Cost</b>       | <b>Total<br/>Cost</b> |             |   |
|   |             | <b>CATERING SERVICES FOR THE PANTAWID PAMILYA FAMILY DAY IN<br/>APAYAO</b>   |            |                            |                       |             |   |
|   |             | <b>October 20, 2020</b>  |            |                            |                       |             | - |
|   | serving     | Breakfast (Fried Rice, Egg, Longganisa and Corned Beef, Hot Choco)   | / 50       | / 198.00                   | / 9,900.00            |             |   |
|   | serving     | AM Snacks ( Cheese Burger with Fries, Fruit Juice)   | / 200      | / 100.00                   | / 20,000.00           |             |   |
|   | serving     | Lunch ( Adobong Manok, Fried Tilapia, Pinakbet, Assorted Fruits)   | / 200      | / 198.00                   | / 39,600.00           |             |   |
|   | serving     | PM Snacks ( Spaghetti with garlic bread, fruit juice)  | / 200      | / 100.00                   | / 20,000.00           |             |   |
|   | hall        | Hall Rental  | / 1        | / 4,700.00                 | / 4,700.00            |             |   |
|   |             | <b>OTHER REQUIREMENTS</b>  |            |                            |                       |             | - |
|   | <b>A</b>    | <b>CATERING</b>  |            |                            |                       |             | - |
|   | 1           | 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  |            |                            |                       |             | - |
|   | 2           | 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<br>Note:<br>a) creamer, sugar, and the like are preferred to be in a canister rather than in sachet to comply with green procurement<br>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) |            |                            |                       |             | - |
|   | 3           | Inclusive of free flowing brewed coffee/lemon grass tea and mineral water  |            |                            |                       |             | - |
|   | 4           | All materials must be reusable or recyclable   |            |                            |                       |             | - |
|   | <b>B</b>    | <b>VENUE</b>   |            |                            |                       |             | - |
|   | 1           | Undertake body temperature checking using thermal scanner at the venue entrances for all guests/participants by qualified health or medical staff or trained personnel   |            |                            |                       |             | - |
|   | 2           | Sanitizing mats are provided at the entrance of the venue for the disinfection of guests' shoes  |            |                            |                       |             | - |
|   | 3           | Physical distancing measures, hand sanitation, and respiratory etiquette must be observed when handling guests at the reception area   |            |                            |                       |             | - |
|   | 4           | 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  |            |                            |                       |             | - |
|   | 5           | The conference/ function hall is:<br>a. function hall must adhere to 50% capacity to ensure physical distancing<br>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 accomodate 50% of the original capacity<br>c. sound proofed, well lighted and well ventilated<br>d. In light of physical distancing, seating arrangement must consider enough spacing ( to contribute to the conduciveness of the learning environment)   |            |                            |                       |             | - |
|   | 6           | Has access to strong WiFi connection to wit:<br>minimum of 30 mbps for usual browsing (Google Meet, YouTube, Social media & other online platforms)  |            |                            |                       |             | - |
|   | 7           | Availability and free use of one functional LCD Projector  |            |                            |                       |             | - |



|                          |   |   |  |              |                  |
|--------------------------|---|---|--|--------------|------------------|
|                          | 8 | 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 |  |              |                  |
|                          | 9 | The place of delivery of the goods / services is within Apayao.   |  |              |                  |
|                          |   |   |  | <b>TOTAL</b> | <b>94,200.00</b> |
| <b>(Amount in words)</b> |   | <b>Ninety Four Thousand Two Hundred Pesos</b>   |  |              |                  |

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:

Very Truly Yours,

**LEO L. QUINTILLA**

Signature over Printed Name of Authorized Official  
**OIC Regional Director**  
Designation

\_\_\_\_\_ ( Signature over Printed Name) \_\_\_\_\_ Date

\_\_\_\_\_ ie \_\_\_\_\_ Bank Account Number

\_\_\_\_\_ TIN Number \_\_\_\_\_ \*please tick tax type \_\_\_\_\_ Date of BIR Registration

vat  
 non-vat

|  |   |
|--|---|
| Fund Cluster: _____<br>Funds Available: _____<br><br><b>WILBOURN B. BACOLONG</b><br>ACCOUNTANT III <i>WV</i> | ORS/ BURS No. : <u>02-101101-2020-10-058910</u><br>Date of the ORS/ BURS: <u>10-19-20</u><br><br>Amount: <u>94,200.00</u> |
|--|---|