

# PURCHASE ORDER

Department of Social Welfare and Development  
Cordillera Administrative Office

Annex G-5

Supplier	MARIA ELENA'S CATERING SERVICES	Purchase Order No.	2021-02-052		
Address	41 AMBUCLAO RD., GIBRLATAR, BAGUIO CITY	Date	2/26/2021		
Gentlemen:	Please furnish this office the following articles subject to the terms and conditions herein.				
Place of Delivery	WITHIN BENGUET	Delivery Term:	Complete		
Date of Delivery	AS SCHEDULED	Payment Term:	Charge		
Stock/Property	Unit	Description	QTY	Unit Cost	Total Cost
		<b>CATERING SERVICES FOR THE SLP POO MONTHLY MEETINGS-BENGUET</b>			
	✓ serving	AM Snack (29 pax x 10 months)	290	65.00	18,850.00
	✓ serving	Lunch (29 pax x 10 months)	290	150.00	43,500.00
	✓ serving	PM Snack (29 pax x 10 months)	290	65.00	18,850.00
		See attached Menu for Reference. Date of Monthly Meetings (2021): ✓ March 26 ✓ April 23 ✓ May 28 ✓ June 25 ✓ July 23 ✓ August 27 ✓ September 24 ✓ October 29 ✓ November 26 ✓ December 3			
		<b>OTHER REQUIREMENTS</b>	<b>COMPLIANCE</b>		
		Lunch served with the combination of two viands (1 meat/fish and 1 vegetable), and dessert, AM and PM snacks are preferably indigenous inclusive of fruit juice/refreshment.	✓		
		Note: Portioning of serving of meals based on standard and applicable food measurement (e.g. bowl of bilo-bilo or 2 pcs of suman with 1 slice of riped mango)	✓		
		Meals and snacks should be individually packed using biodegradable packaging materials.	✓		
		Creamer, sugar and the like are preferred to be in a canister (with cover) rather than in sachet to comply with green procurement.	✓		
		Inclusive of free flowing coffee/lemon grass tea and mineral water.	✓		
		Service Provider shall be in charge of the collection and disposal of plastic/plates/containers/ utensils.	✓		
		The place of delivery of the goods / services is within Benguet.	✓		
(Amount in words)		<u>Eighty One Thousand Two Hundred Pesos Only</u>		<b>TOTAL</b>	<u>81,200.00</u>

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

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

Fund Cluster: <u>MDC WIKRENT</u>	ORS/ BURS No. : _____
Funds Available: _____	Date of the ORS/ BURS: <u>3/2/2021</u>
<b>WILBOURN B. BACOLONG</b> ACCOUNTANT III	Amount: <u>81,200.00</u>

ORs #	MARCH	- 02-10101-2021-03-01278	8,120
	APRIL	03-01279	8,120
	MAY	03-01280	8,120
	JUNE	03-01281	8,120
	JULY	03-01282	8,120
	AUG	03-01283	8,120
	SEP	03-01284	8,120
	OCT	03-01285	8,120
	NOV	03-01286	8,120
	DEC	03-01287	8,120
			<u>81,200</u>