

# PURCHASE ORDER

Department of Social Welfare and Development  
Cordillera Administrative Office

Annex G-5

<b>Supplier</b>	MARIA ELENA'S CATERING SERVICES	<b>Purchase Order No.</b>	2021-12-803
<b>Address</b>	41 AMBUCLAO RD., GIBRLATAR, BAGUIO CITY	<b>Date</b>	12/14/2021
		<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</b>		AS INDICATED		<b>Delivery Term:</b>	Complete
<b>Date of Delivery</b>		AS SCHEDULED		<b>Payment Term:</b>	Charge
Stock/ Property	Unit	Description	QTY	Unit Cost	Total Cost
		<b>CATERING SERVICES FOR THE YEAR-END REGIONAL GENERAL ASSEMBLY</b>			
		<b>TENTATIVE DATE: DECEMBER 16, 2021</b>			-
	-serving	AM Snacks	200	80.00	16,000.00
	-serving	Lunch	200	220.00	44,000.00
	-serving	PM Snack	200	80.00	16,000.00
<b>OTHER REQUIREMENTS</b>				<b>COMPLIANCE</b>	
		A. Food station must be manned by restaurant crew or personnel and meals and snacks should be individually packed using biodegradable packaging materials.		✓	
		B. 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)		✓	
		C. Inclusive of free flowing coffee/lemon grass tea and mineral water		✓	
		D. Service Provider shall be in charge of the collection and disposal of plastic/plates/containers/ utensils.		✓	
		E. The place of delivery of the goods / services is within DSWD-CAR, 40 NORTH DRIVE, BAGUIO CITY.		✓	
				<b>TOTAL</b>	<b>76,000.00</b>
<b>(Amount in words)</b>		<b>Seventy Six Thousand Pesos Only</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: Andrew P. Nawew  
(Signature over Printed Name)

Dec 15, 2021  
Date

**ARNEL B. GARCIA, CESO II**  
Signature over Printed Name of Authorized Official  
**Regional Director**  
Designation

Bank Account Name

Bank Account Number

TIN Number  please tick tax type  
vat  
 non-vat

Date of BIR Registration

Fund Cluster: <u>CF CUPEN</u>	ORS/ BURS No. : <u>02-10101-2021-12-1342</u>
Funds Available: <u>76,000.00</u>	Date of the ORS/ BURS: <u>12/14/2021</u>
<b>WILBOURN B. BACOLONG</b> ACCOUNTANT II	Amount: <u>76,000.00</u>

