



PURCHASE ORDER

Supplier: VERLEO FOOD ENTERPRISES	P.O. # 023-06-084
Address: 17 Circumferencial Road, Potrero, Malabon	Date: June 6, 2023
TIN: 778-322-445-000	Mode of Procurement: Small Value Procurement
Account No.: 000598023289	Bank: BDO - Potrero Branch
Telephone: 0947 891 5104	

Gentlemen:
 Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery: OFFICE OF THE SOLICITOR GENERAL	Delivery Term: June 7, 2023 at specific time
Date of Delivery:	Payment Term: Cash

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
	Lot	<p>Procurement of Food for 2023 OSG Legal Internship Program Orientation, inclusive of delivery and other charges:</p> <p><i>Event Title: "2023 OSG Legal Internship Program Orientation"</i></p> <p><i>Event Title: Manila Metropolitan Theatre</i></p> <p><i>Padre Burgos Cor. Arroceros St., Ermita Manila</i></p> <p><i>Event Date: June 7, 2023, 2023: 09:00AM - 01:00PM</i></p> <p><i>No. of Pax: 90</i></p> <p>Meal Set Included:</p> <p>Plain Rice, Aglio Olio Basil Pasta, Chicken Katsu with Cabbage and Citrus Soy, Hickory Smoked Pork Riblets, Verleo Roast Beef with Mushroom, Baked Fish with Sour Cream and Cheese, Bokchoy with Tofu, Oven Baked Blueberry Cheesecake, Heavenly Fudge Brownies</p> <p>Set Up : Elegant Buffet Set-Up</p> <p>Minimum Inclusion:</p> <p>Complete Catering Equipments Waiters in Uniform Mineral Water and Ice Cubes Two (2) rounds of Iced tea or Softdrinks per head Ten (10) seater round table with monobloc chairs Succulent Centertable</p> <p>Other requirements:</p> <p>Must provide food boxes for take-outs All left-over foods should be properly coordinated to end-user and be given to the authorized representative. All servers should be in uniform with name tags of "Supplier" Supplier is required to provide list of names of employees and list of equipment they will bring inside the venue.</p> <p>Quality:</p> <p>Delicious; Meals are prepared in proper, hygienic and safe place; Big Servings; Spill-free; Freshly made (not spoiled); Delivered at specified time Supplier should warrant the agency that in case of spoilage and not good quality meals, they will replace and provide the same immediately.</p>	1	Php 70,560.00	Php 70,560.00

Total Amount in Words: **Seventy Thousand Five Hundred Sixty Pesos Only** Php 70,560.00

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.

Very truly yours,

JENNY CLERIN
 (Signature over printed name)
JUNE 6, 2023
 (Date)

JESSICA L. CASTRO
 CAO, Administrative Division

EDITHA R. BUENDIA
 Director IV, HRMAS

Funds Available:	ALOBS: _____	This is to certify that this procurement was posted at Philgeps in compliance with RA 9184
	Amount: _____	
ARIEL J. UBIÑA Chief Accountant		CHRISTIAN D. BUAT Admin Assistant I, Administrative Division