

Republic of the Philippines  
**OFFICE OF THE SOLICITOR GENERAL**  
 134 Amorsolo St., Legaspi Village  
 Makati City  
**PURCHASE ORDER**

Supplier: <b>LOURY STACY CATERING SERVICES</b>	P.O. # <b>024-07-118</b>
Address: Block 23 Lot 24 Bella Vista Subdivision, Barangay Santiago, General Trias Cavite	Date: July 29, 2024
TIN: 172-738-955-00000	Mode of Procurement: 53.9 Small Value Procurement
Account No.: 008450350013	Bank: BDO - FTI taguig Branch
Telephone: 09162455562	Email Address: <a href="mailto:lourystacycatering@gmail.com">lourystacycatering@gmail.com</a>

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

Place of Delivery: <b>OSG Rented Offices at Convergys One Building, 6796 Ayala Avenue cor. Salcedo St., Legaspi Village, Makati City</b>	Delivery Term: Events Date as stated with specific time and place
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Date of Delivery: <b>Event dates specified below</b>	Payment Term: Within 30 days upon receipt of Invoice and Certificate of Completion and Acceptance (Cash)
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Stock No.	Unit	Description	Qty.	Unit Cost	Amount
		<p><b>Procurement of Food and Beverages for the Conduct Executive Planning Session, inclusive of taxes, services, delivery, and other charges:</b></p> <p>Event Title: <b>Executive Planning Session</b></p> <p><i>Delivery Address: Convergys One Building, 6796 Ayala Avenue cor. Salcedo St., Legaspi Village, Makati City</i></p> <p>Event Date: <b>July 30, 2024; 8:00a.m. to 4:00p.m.</b></p> <p>Minimum Inclusion:</p> <ul style="list-style-type: none"> <li>a. AM Snacks - Serving Time: 8:00 AM                             <ul style="list-style-type: none"> <li>Shrimps Pesto Pasta</li> <li>Clubhouse Sandwich</li> <li>Vegetable Salad</li> </ul> </li> <li>b. Lunch - Serving Time: 11:30AM                             <ul style="list-style-type: none"> <li>Beef Spicy Ribs</li> <li>Hainanese Chicken</li> <li>Grilled Salmon Belly</li> <li>Steamed Broccoli with Melted Cheeses</li> <li>Steamed Rice</li> </ul> </li> <li>Fruits and Dessert corner:                             <ul style="list-style-type: none"> <li>Coffee Jelly</li> <li>Fruits</li> </ul> </li> <li>c. PM Snacks - Serving Time: 2:30PM                             <ul style="list-style-type: none"> <li>Bilo Bilo</li> <li>Turon</li> <li>Ensaimada</li> </ul> </li> </ul> <p>Note: No Pork and Blood Based Ingredients to be used due to dietary restriction of religion</p> <p>Other Requirements:</p> <ul style="list-style-type: none"> <li>*Free-Flowing Water, Juice and Coffee/Tea with Complete Condiments</li> <li>*Dishes must be served in an aesthetic spread / buffet table with skirting.</li> <li>*Supplier should provide additional plates, utensils, cutleries and glasses, if needed</li> <li>*All left over foods should be properly coordinated to end-user and be given to its authorized representative with food container.</li> <li>*At least two (2) personnel/servers during event.</li> <li>* All servers should be in uniform with name tags of "Supplier"</li> <li>* Supplier is required to provide list of names of employees and list of equipment they will bring inside the venue.</li> </ul>	48	Php 1200.00	Php 57,600.00

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
		<p>Quality:</p> <p>Delicious/Delectable; Meals are prepared in proper, hygienic and safe place; Big Servings; Spill-free; Freshly made (not spoiled); Delivered at specified place and time;</p> <p>Supplier should warrant the agency that in case of spoilage and not good quality meals, they will replace and provide the same immediately.</p> <p><i>The following documents shall be deemed to form and construed as part of this agreement:</i></p> <p>I. Quotation</p> <p>II. Menu</p>			

Total Amount in Words: **Fifty Seven Thousand Six Hundred Pesos Only** Php **57,600.00**

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,

**JESSICA L. CASTRO**  
 CAO, Administrative Division

Conforme:

*Lorinda Madrakang Sakay*  
**LORINDA MADRANG SAKAY**  
 (Signature over printed name)

    JUL 30 2024      
 (Date)

**EDITHA R. BUENDIA**  
 Director IV, HRMAS

Funds Available:

ALOBS: \_\_\_\_\_

Amount: \_\_\_\_\_

**ARIEL J. UBIÑA**  
 Chief Accountant

*This is to certify that this procurement was posted at Philgeps in compliance with RA 9184*

**CHRISTIAN D. BUAT**  
 Admin Assistant I, Administrative Division