

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

PURCHASE ORDER

Supplier: R. CASISON CATERING SERVICES	P.O. # 024-09-155
Address: 2200 Jesus St. cor. Palumpong St., Pandacan, Manila	Date: September 24, 2024
TIN: 217-729-063-000	Mode of Procurement: Small-Value Procurement 53.9
Account No.: 0591-2037-03 Bank: Landbank - Taft Avenue	
Telephone: 0905-3051323 Email: andreiscatering@gmail.com	

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

Place of Delivery: <u>Convergys One Building 6796 Ayala Ave. Legaspi Village, Makati City</u>	Delivery Term: At specific time (October 3, 2024)
Date of Delivery:	Payment Term: w/in 30 days upon receipt of invoice and Certificate of Completion & Acceptance (Bank to Bank)

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
	pax	<p>Procurement of Food and Beverages for the Conduct of Gender and Development Related Seminar, Inclusive of taxes, services, delivery, and other charges:</p> <p>Event Title: "Chillax Part 9: Embracing Retirement with Positivity and Preparedness"</p> <p>Delivery Address: Convergys One Building 6796 Ayala Avenue corner Salcedo St., Legaspi Village, Makati City</p> <p>Minimum Inclusion:</p> <p>MORNING SNACK Sauteed Pancit Bihon Puto with Cheese Drinks (Coffee and Iced Tea) Serving Time: on or before 8:30am Serves in area specified by end-users</p> <p>LUNCH Beef Stew Chinese Style Sweet n Sour Fish Fillet Stir Fried Sprouts in Oyster Sauce Steamed Rice Fruits slices House blend iced tea Serving Time: on or before 11:30am Serves in area specified by end-users</p> <p>AFTERNOON SNACK Egg Salad Sandwich Cheesy Potato Chips Drinks (coffee and iced tea) Serving Time: on or before 2:30pm Serves in area specified by end-users</p> <p>Note: No Pork and Blood Based Ingredients to be used due to dietary restriction of religion</p> <p><i>Other Requirements:</i> *Free-Flowing Water and Coffee and/or tea *Table and Chair Clothing *Dishes must served in an aesthetic spread/buffet table with skirting *Supplier should provide the plates, utensils, cutleries, tissues and glasses *All left-over foods should be properly coordinated to end-user and be given to the authorized representative container box *All least two (2) personnel/servers during event *All servers should be in uniform with name tag 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: Delicious; meals are prepared in proper, hygienic and safe place: Big Serving: 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> <p>The following documents shall be deemed to form and construed as part of this agreement: I. Quotation II. Menu</p>	73	Php 43,070.00	Php 43,070.00

Total Amount in Words: **FORTY THREE THOUSAND SEVENTY PESOS ONLY** Php 43,070.00


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
 GAO, Administrative Division

Conforme: 
AREL J. UBINA
 Chief Accountant

EDITHA R. BUENDIA
 Director IV, HRMAS

Funds Available:  ALOBS: 02-101101-2024-09-685
 Amount: \$ 43,070.00