

**SOLICITOR GENERAL**  
**RECEIVED**  
02 OCT 2024

FINANCIAL MANAGEMENT SERVICE Republic of the Philippines  
By: NZ 4321 HM OFFICE OF THE SOLICITOR GENERAL  
134 Amorsolo St., Legaspi Village  
Makati City

**PURCHASE ORDER**

Supplier: <b>J CARPIO CATERING SERVICES</b>	P.O. # <b>024-09-159</b>
Address: 176 A Tandang Sora Ave. Tandang Sora Quezon City	Date: October 1, 2024
TIN: 616-999-875-00000	<b>Mode of Procurement:</b>
Account No.: 6521-0161-65 Bank: LBP - Visayas Avenue Branch	Small-Value Procurement 53.9
Telephone: (02)8722-8632 Email: jcarpiofoodandcatering@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 2, 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><b>Procurement of Food and Beverages for the Conduct of "Management Review 2024" Inclusive of Taxes, Services, Delivery, and other Charges</b></p> <p><b>Event Date: October 2, 2024, 09:00AM - 05:00PM</b> Delivery Address: Convergys One Building 6796 Ayala Avenue cor. Salcedo St. Legaspi Village, Makati City.</p> <p><b>Minimum Inclusion:</b> <b>AM SNACK</b> Serving Time: on or before 9:00am Serves in area specified by end-users Each set must contain the following: * Goto * Tokwa't Baboy (<b>separate the pork from the tofu</b>) * Calamansi Juice * Brewed Coffee and Tea</p> <p><b>LUNCH</b> Serving Time: on or before 11:30am Serves in area specified by end-users Each set must contain the following: * Roast Beef with French Beans and Baby Potato * Chicken Cordon Bleu * Grilled Fish with Lemon Butter * Eggplant di Melanzane * Stream Rice * Fruit Salad * Pineapple Cucumber Juice * Brewed Coffee</p> <p><b>PM SNACK</b> Serving Time: on or before 3:00pm Serves in area specified by end-users Each set must contain the following: * Baked Macaroni * Garlic Bread * Mango Orange Juice * Brewed Coffee</p> <p style="text-align: center;"><i>Note: No Pork and Blood Based Ingredients to be used due to dietary restriction of religion</i></p> <p><i>Other Requirements:</i> *Free-Flowing Water and Coffee and/or tea *Dishes must be 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</p>	78	Php 1,000.00	Php 78,000.00

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
		*All least two (2) perosnnel/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 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  The following documents shall be deemed to form and construed as part of this agreement: I. Quotation II. Menu			
Total Amount in Words:		<b>SEVENTY EIGHT THOUSAND PESOS ONLY</b>			Php 78,000.00

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,

Conforme:

*Clarissa Deborah Dormido*  
 Clarissa Deborah Dormido  
 (Signature over printed name)  
 06/02/2024  
 (Date)

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

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

Funds Available:

ALOS:

02-101101-2024-10-645

Amount:

₱ 78,000.00

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

*Ariel J. Ubiña*  
**ARIEL J. UBIÑA**  
 Chief Accountant

*Christian D. Buat*  
**Christian D. Buat**  
 Administrative Assistant I

OFFICE OF THE SOLICITOR GENERAL  
**RECEIVED**  
 02 OCT 2024  
 BUDGET DIVISION  
 By: *[Signature]*