

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

PURCHASE ORDER

Supplier: J CARPIO CATERING SERVICES	P.O. # 025-06-096
Address: 176A Tandang Sora Ave., Tandang Sora Quezon City	Date: June 30, 2025
TIN: 616-999-875-00000	Mode of Procurement:
Account No.: 6521016165 Bank: LBP - Visayas Avenue Branch	Small Value Procurement
Tel No. 8722-8632/09674739856 Email: jcarpiofoodandcatering@gmail.com	

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

Place of Delivery: Convergys One Building 6769 Ayala Avenue corner Salcedo Street Legaspi Village, Makati City	Delivery Term: At specific time (June 2-4, 2025)
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
1		Procurement of Food and Beverages/Catering Service for the 2025 New Employee Orientation of the Office of the Solicitor General			
		<i>Delivery Address: 7th Floor, Convergys One Building 6769 Ayala Avenue cor. Salcedo St. Legaspi Village, Makati City</i>			
		Event Dates 1) July 2, 2025 - 8:00am to 4:00pm 2) July 3, 2025 - 8:00am to 4:00pm 3) July 4, 2025 - 8:00am to 4:00pm	65 70 64	Php 750.00 Php 750.00 Php 750.00	Php 48,750.00 Php 52,500.00 Php 48,000.00
		Day 1 - July 2, 2025 <u>Participants - 65 pax</u> <u>AM Snack</u> > Tuna Carbonara > Pimiento Sandwich > House Blend Iced Tea > Brewed Coffee <i>Serving Time: On or before 7:30AM</i> <i>Serves in area specified by the end-users</i> <u>Participants - 65 pax</u> <u>Lunch</u> > Roast Beef with Mushroom Gravy > Oven Barbecue Chicken > Salt and Pepper Fish with Mango Salsa > Stir-Fry Vegetable > Steamed Rice > Sliced Fruits > Pineapple Juice <i>Serving Time: On or before 11:30AM</i> <i>Serves in area specified by the end-users</i> <u>Participants - 65 pax</u> <u>PM Snack</u> > Chicken Sandwich > Chips > Calamansi Juice <i>Serving Time: On or before 2:30AM</i> <i>Serves in area specified by the end-users</i>			
2		Day 2 - July 3, 2025 <u>Participants - 70 pax</u> <u>AM Snack</u> > Tuna Aglio-Olio > Toasted Bread > Red Iced Tea > Brewed Coffee <i>Serving Time: On or before 7:30AM</i> <i>Serves in area specified by the end-users</i> <u>Participants - 70 pax</u> <u>Lunch</u> > Beef Ala Legua > Roast Chicken with Mushroom Gravy > Grilled Fish with Toyomansi > Chop Suey > Steamed Rice > Cheese Cupcake > Softdrinks <i>Serving Time: On or before 11:30AM</i> <i>Serves in area specified by the end-users</i> <u>Participants - 70 pax</u> <u>PM Snack</u> > Beef Burger > Fries > Blue Lemonade <i>Serving Time: On or before 2:30AM</i> <i>Serves in area specified by the end-users</i>			

Day 3 - July 4, 2025

Participants - 64 pax

AM Snack

- > Spaghetti Bolognese
- > Garlic Bread
- > Orange Juice
- > Brewed Coffee

Serving Time: On or before 7:30AM

Serves in area specified by the end-users

Participants - 64 pax

Lunch

- > Beef Salpicao
- > Chicken Pastel
- > Pan Seared Fish with Plum Sauce
- > Buttered Vegetable
- > Steamed Rice
- > Brownies
- > Pineapple Juice

Serving Time: On or before 11:30AM

Serves in area specified by the end-users

Participants - 64 pax

PM Snack

- > Monte Cristo Sandwich
- > Potato Chips
- > Softdrinks

Serving Time: On or before 2:30AM

Serves in area specified by the end-users

Other Requirements:

- * Free-flowing water and Coffee and/or Tea or Juice must be available throughout the event.
- * Supplier must provide all necessary plates, utensils, cutleries, glasses, tissues, dining tables, and chairs sufficient for the total number of participants per day.
- * Dishes must be presented on an aesthetically arranged buffet table with skirting.

Food Quality Requirements:

- * No pork or blood-based ingredients
- * Food must be delicious, generously portioned, spill-free, freshly made, and not spoiled.
- * Meals must be prepared in a hygienic, safe environment and delivered on time.
- * Supplier must guarantee immediate replacement of any spoilage or poor quality meals at no additional cost.

Manpower Requirements:

- * At least two (2) properly dressed personnel/servers with name tags must and must be present throughout the event.
- * Supplier is required to submit a list of assigned employees and the equipment to be brought into the venue.

Leftover Packaging Requirements:

- * Supplier must provide food containers for any excess food.
- * All leftovers must be properly coordinated with the end-user and handed over to an authorized representative in proper take-our containers.

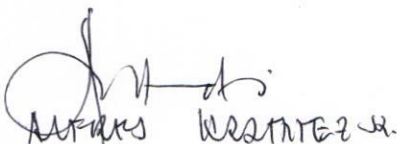
The following documents shall be deemed to form & construed as part of this agreement:

- Request for Quotation
- Quotation
- Menu
- Other documents as may be required by law

Total Amount in Words: One Hundred Forty Nine Thousand Two Hundred Fifty Pesos Only Php 149,250.00

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.

Conforme:


(Signature over printed name)
JULY 02, 2025
(Date)

ARIEL J. UBIÑA
Chief Accountant

Very truly yours,

JESSICA L. CASTRO
GAO Administrative Division

EDITHA R. BUENDIA
Director IV HRMAS

Funds Available:

ALOBS: 02-10101-2025-07-369

Amount: ₱149,250.00

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

PAOLO MIGUEL U. TORIO
Process Server