



<b>OFFICE OF CIVIL DEFENSE</b>		Document Code	QF-IPD-01
Quality Form		Revision No.	0
<h1>Purchase Order</h1>		Effectivity Date	2019.08.16
		Page No.	1 of 1
Supplier	Papa-T Food Hub	P.O. No.	CMS-PO-19-227
Address	90C Scout Fernandez St. Brgy. Sacred Heart, Quezon City	Date	22-Nov-19
E-mail Address	allen.papat@gmail.com	Mode of Procurement	Sec. 53.9 (Small Value Procurement)
Tel. No.	8256-4001 / 0917 894 6536	TIN	228-402-893-000

Gentlemen:  
**Please provide this office the following services subject to the terms and conditions contained herein:**

Location of Service:	NDRRM Operations Center Press Briefing Room, Office of Civil Defense, Camp General Emilio Aguinaldo, Quezon City	Delivery Term:	25-29 November 2019
		Payment Term:	30 Working Days

LOT NO.	UNIT	ITEM/DESCRIPTION				QTY	UNIT COST	AMOUNT	
		<b>Provision of Meals and Catering Services for the Post Evaluation Meeting for the Finalization of Final Reports (25-29 November 2019)</b>  <b>Provision of Meals / Catering Services</b> <b>Name of Event:</b> Post Evaluation Meeting for the Finalization of Final Reports 2019 <b>Location:</b> NDRRM Operations Center Press Briefing Room, Camp General Emilio Aguinaldo, Quezon City <b>Date of Event:</b> 25-29 November 2019 <b>Delivery Date and Time:</b> 25-29 November 2019 <b>Delivery Site:</b> NDRRM Operations Center Press Briefing Room, Camp General Emilio Aguinaldo, Quezon City							
	pax	Meal / Snack	Serving Arrangement	Inclusive Date	Menu	Remarks			
		Lunch	Packed Meals	25-29 November 2019	2 Viands (Meat or Seafood and Vegetables) with Rice, drinks and desserts	Can be alternatively serve per day	110	150	16,500.00
	pax	Snacks	Packed Snacks	25-29 November 2019	Sandwich or Pasta with drinks	Can be alternatively serve per day	110	75	8,250.00
		<b>Other Requirements:</b> (as applicable) Use clean, biodegradable, environment-friendly and/or reusable containers for packed meals and snack. Flexible with dietary requirements.  <b>Payment:</b> Must accept send bill policy as payment for services.  <p style="text-align: center;">*** nothing follows ***</p>							
<b>TOTAL COST</b>								<b>₱24,750.00</b>	

(Total Amount in Words): **TWENTY FOUR THOUSAND SEVEN HUNDRED FIFTY PESOS ONLY**

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one (1) percent for everyday of delay shall be imposed.

Conforme: Allen A. Astronomo  
 Signature over printed name of Supplier  
22 NOV 2019  
 Date

Very truly yours,  
  
**USEC RICARDO B. JALAD**  
 Administrator, Office of Civil Defense

Funds Available: LALAIN NECESARIO BARROGA  
 Chief, Accounting Section

OBR No.: 02-101101-2019-11-0918  
 Amount: 24,750.00

