



OFFICE OF CIVIL DEFENSE

Document No.

QF-IPD-01

Quality Form

Revision No.

0

Effectivity Date

2019.08.16

# Purchase Order

Page No.

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Supplier	5 J&C Place and Catering Services	P.O. No.	CMS-PO-19-191
Address	54 Champaca cor. Sampaguita St. Lopezville Subd., Mayamot Antipolo City	Date	16 October 2019
E-mail Address	joefina.magatas@gmail.com	Mode of Procurement	53.9 (Small Value Procurement)
Tel. No.	208-5230 / 646-1720 / 0917-519-8532 / 0917-332-6315	TIN	904-264-974-000

Gentlemen:

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

LOT NO.	UNIT	ITEM/DESCRIPTION	QTY	UNIT COST	AMOUNT
1		<p><b>Provision of Meals for the Commemoration of the International Day for Disaster Reduction Back to Back with the ASEAN Day for Disaster Management (IDDR/ADDM) 2019</b></p> <p>Provision of Meals and Snacks            Name of Event: Commemoration of the International Day for Disaster Reduction Back to Back with the ASEAN Day for Disaster Management            Location: Within Metro Manila            Date of Event: 17 October 2019            Delivery Date/s and Time/s: 17 October 2019, 08:00AM - AM Snacks, 11:00 AM - Lunch</p> <p>No. of Pax: 165            Meal / Snack: AM Snacks            Serving Arrangement: Packed            Inclusive Date: 17 October 2019            Menu: Choice of sandwich, pasta, noodles, pastry with one beverage (choice of bottled soda or bottled juice)            Remarks: Participant</p> <p>No. of Pax: 165            Meal / Snack: Lunch            Serving Arrangement: Packed            Inclusive Date: 17 October 2019            Menu: Choice of Pork / Chicken / beef and fish, with vegetable, and dessert (choice of fresh fruits or sweetened dessert), one beverage (choice of bottled soda or bottled juice)            Remarks: Participants</p> <p><b>Other Requirements: (as applicable)</b></p> <ul style="list-style-type: none"> <li>• Use clean, biodegradable, environment friendly and/or reusable containers for packed meals and snacks</li> <li>• Free-flow of unlimited hot beverage with choice of brewed coffee and tea, with individually packed creamer, brown sugar and white sugar</li> <li>• With enough number of servers</li> <li>• Inclusive of chairs</li> <li>• Time set-up: 7 AM</li> <li>• Flexible with dietary requirements</li> <li>• With bottled water per meal (Optional Requirements)</li> <li>• Inclusive of Service Charge and other taxes</li> </ul> <p><b>*SEND BILL POLICY</b></p> <p style="text-align: center;">*** nothing follows ***</p>			47,025.00
<b>TOTAL COST</b>					<b>P47,025.00</b>

(Total Amount in Words): FORTY SEVEN THOUSAND TWENTY FIVE 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:

*Corazon P. Magatas*  
 Signature over printed name of Supplier  
 10/16/19  
 Date

Very truly yours,

**BERNARDO RAFAELITO R. ALEJANDRO IV**  
 Director, Administrative and Financial Management Service

Funds Available:

*Lalain Negasario Barroga*  
**LALAIN NEGASARIO BARROGA**  
 Chief, Accounting Section

OBR No. :  
 Amount :

02-10101-2019-10-0790  
 47,025.00