



PURCHASE ORDER
IBP Road, Constitution Hills, Quezon City

Supplier	LIL'S CAFE	PO No.	2023-10-0112
Address	B78 L41 Bighani St. Lagro Subd., Quezon City	Date	October 2, 2023
Tel. No.	09173070983	PhilGEPS No.	2023-397440
TIN	458-852-895-000	Mode of Procurement	NP - Small Value Procurement

Gentlemen:

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

Place of Delivery	Civil Service Commission, Constitution Hills, Quezon City - OFAM at Lower Ground Floor	Delivery Term	FOB Destination		
Date of Delivery	October 18-20, 2023	Payment Term	within 15-30 days upon complete submission of supporting documents.		
Stock / Property No.	Unit	Description	Quantity	Unit Amount	Amount
1		Catering Service for the Conduct of Disaster Risk Reduction Management Course Venue: 4th Floor Resource Center Building, CSC Central Office Date: October 18-20, 2023 Type of Serving: Buffet Set-Up Food Requirement: Day 1-3 :		800.00	151,200.00
	pax	Breakfast: Preferably Fried Rice, Tape Corned Beef/Chicken and Egg	63	x 63 pax	
	pax	AM Snack: One (1) Snack and Beverage	63	50,400.00	
	pax	Lunch: Soup, Three (3) Viands, Dessert, Beverage and Rice	63	x 3 days	
	pax	PM Snack: One (1) Snack and Beverage	63	151,200.00	
	pax	Dinner: Soup, Three (3) Viands, Dessert, Beverage and Rice	63		
		<i>Other Specification:</i> - with free flowing brewed coffee, with creamer and sugar - with candies or nuts per table - Caterer to provide tables and chairs with linen and centerpiece (optional) - no use of service elevator - Service Provider must ensure quality of food and drinks prior to actual serving - Menu proposal shall be submitted with the quotation xxxx-Nothing Follows-xxx PR No. 2023-09-1333 (OFAM-BGMD) AOQ BAC Reso No. 2023-203 NP-SVP			
Total Amount in Words		One Hundred Fifty One Thousand Two Hundred Pesos			151,200.00

At least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for everyday of delay. Once the cumulative amount of liquidated damages reaches 10 percent (10%) of the amount of the contract, the Procuring Entity may rescind or terminate the contract, without prejudice to other causes of action and remedies available under the circumstances.

The supplier/service provider is required to submit the billing statement within five (5) working days after the conduct of the activity.

Conforme	Very truly yours,
 Manuel A. Labayne II Signature Over Printed Name of Supplier Oct 16, 2023 Date	 ATTY. KARLO A. B. NOGRALES Signature over Printed Name of Authorized Official Chairperson Designation

Fund Cluster	OF MODE	Php 151,200.00	ORS/BURS No.	
Funds Available			Date of the ORS/BURS:	
			Amount	P151,200.00
	 JHUN HOWARD S. ZOL, CPA Signature Over Printed Name of Chief Accountant Head of Accounting Division Unit			