

**PURCHASE ORDER**  
**CIVIL SERVICE COMMISSION RO VIII**

Agency

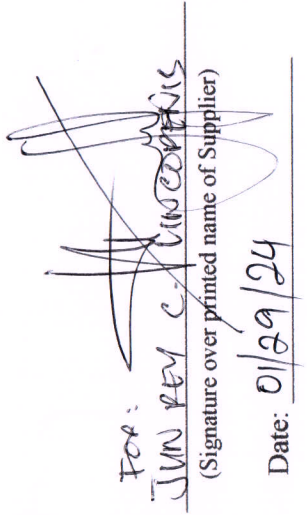
<b>Supplier :</b>		<b>Sefrem Event Catering Services</b>	P.O Number: 2024-01-0006
<b>Address:</b>		Palo, Public Market Brgy. Cavite East, Palo, Leyte	Date: 1/29/2024
<b>TIN</b>		630-742-920-00000	Mode of Procurement: SVP
<b>Gentlemen:</b> Please furnish this office the following articles subject to the terms and conditions contained herein: per BAC Resolution No. 2024-01-003 dated 09 January 2024.			
<b>Place of Delivery:</b> CSC RO VIII, Palo, Leyte		<b>Delivery Term:</b>	Feb-Dec 2024
<b>Date of Delivery:</b>		<b>Payment Term:</b>	Within fifteen (15) working days upon receipt of the Statement of Account
<b>Item No.</b>	<b>Unit</b>	<b>Item Description</b>	<b>Unit Cost</b> <b>Amount</b>
1	1 Lot	<p><b>Catering Services for the conduct of the Management Committee Meeting (February to December 2024)</b></p> <p><b>18 pax per Mancom Meeting (Packed/Bento Box)</b></p> <p>(AM &amp; PM Snack, and Lunch: 2 Main Course )</p> <p><b>Terms and Conditions:</b></p> <ol style="list-style-type: none"> <li>The caterer and all food handlers shall ensure that quality food will be served maintaining high standards of sanitation. In the event that the food served has indication of spoilage, the caterer shall be allowed to make substitution upon approval of the host Division/Field Office.</li> <li><b>Subject to increase/decrease as to the number of participants.</b> It is understood that there shall likewise be a corresponding increase/decrease on the total bill/amount payable whenever applicable.</li> <li>The caterer shall submit or provide menu of healthy foods such as rice, fish, pork, vegetable, beef, chicken, dessert/fruits, fruit juice, including the menu for the AM and PM snacks with drinks.</li> <li>The caterer shall ensure that non-powdered drinks and with free-flowing coffee, creamer, sugar and tea shall be served for the whole duration of the activity.</li> </ol>	PHP480.00 PHP95,040.00

	<p>5. Lunch should be ready for inspection by 11:00am, snacks by 9:00am and 2:00pm.</p> <p>6. All served meals shall be subject for approval by the CSC RO VIII.</p> <p>7. The CSC RO VIII shall inform the caterer on the schedule at least five (5) days prior to the conduct of the activity.</p> <p>8. The CSC RO VIII reserves the right to cancel the delivery of catering services in case of major institutional mandates/changes, calamities, etc., upon formal notice to the caterer at least two (2) days prior to the activity. In such event, the CSC RO VIII is under no obligation to pay the caterer.</p> <p>9. The CSC RO VIII shall pay the Concessionaire within fifteen (15) working days after the conduct of the activity and receipt of the billing statement by this Office.</p>	
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(Total Amount in Words) **NINETY FIVE THOUSAND FORTY PESOS** **PHP95,040.00**

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 on the undelivered item/s.

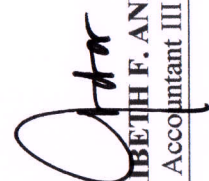
Conforme:

For:   
**JUN REY C. UNCONOPSIS**  
 (Signature over printed name of Supplier)  
 Date: 01/29/24

Very truly yours,

  
**ATTY. MARILYN E. TALDO**  
 Director IV

Fund Cluster: 101  
 Funds Available:

  
**MARIBETH F. ANDRIANO**  
 Accountant III

OR/BURS No. \_\_\_\_\_  
 Date of the ORS/BURS: \_\_\_\_\_  
 Amount: \_\_\_\_\_