

# PURCHASE ORDER

Department of Social Welfare and Development  
Field Office VII

cor. MJ Cuenco Ave. & Gen. Maxilom Ave., Cebu City Tel. # 2330261, 2338785 Fax # 4129908, 2321192

Supplier:	EDNA L. INSO GENERAL MERCHANDISE AND CATERING SERVICES	PO No.	DSWD7-2019-AMP-555
Address:	Poblacion, Malabuyoc, Cebu	Date:	07/10/2019
Contact No.:	9062905553	Mode of Procurement:	Small Value Procurement
Contact Person:	Edna L. Inso	TIN:	167-164-572-000

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

Place of Delivery:	Cebu City	Delivery Term:	Upon Actual Date of Activity
Date of Delivery:	Pls. see dates stated below	Payment Term:	within 30 calendar days after receipt of billing.

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
<b>Catering Services</b>					
<b>Activity: SLP RPMT Meeting</b>					
<b>Date:</b>					
	pax	July 11, 2019	35	490.00	17,150.00
	pax	September 4, 2019	35	490.00	17,150.00
	pax	October 3, 2019	35	490.00	17,150.00
	pax	December 3, 2019	35	490.00	17,150.00
<b>Menu:</b>					
Details: Meals (Lunch) AM Snack & PM Snack Buffet Lunch: Rice, Soup, 3 main dishes (vegetable, fish, chicken and pork/beef), dessert (preferably fruits) and natural juices AM & PM Snacks: Variation of pasta, bread, native snacks and natural/local juice such as calamansi, buko, etc. Others: Flowing Coffee/Purified Drinking Water No Serving of pork for the whole duration of activity for participants with special dietary needs and with religious requirements (Seventh Day Adventist and Moslems)					
Venue: DSWD FO VII					
(Ref: PR No.: DSWD7-19-1061)					
				Total before tax	<b>68,600.00</b>
				5%	3,062.50
				2%	1,225.00
				Total after tax	<b>64,312.50</b>

(Total Amount in Words) Sixty four thousand three hundred twelve pesos and 50/100 Net of tax **64,312.50**

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: EDNA L. INSO  
Signature over Printed Name of Supplier  
  
7/10/19  
Date

Very truly yours,  
**REBECCA P. GEAMALA**  
Regional Director

For the Regional Director:  
**GRACE D. SUBONG**  
CIC - Assistant Regional Director for Administration

Funds Available: **LOUIE RAY C. VILLARIN, CPA**  
Regional Accountant

ALOBS No. : \_\_\_\_\_  
Amount : \_\_\_\_\_ 7/10/19