

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: ELLE BREAD AND CATERING SERVICES	PO No. FO-17-347
Address: So. Pob. Tudela, Camotes, Cebu	Date: 6/1/2017
Contact No.: 0922219905	Mode of Procurement: Small value procurement
Contact Person: Lee B. Tejada	TIN: 214-453-072-000

Gentlemen:

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

Place of Delivery:	Tudela, Cebu	Delivery Term:	Upon actual date of activity		
Date of Delivery:		Payment Term:	within 30 calendar days after the services rendered and receipt of billing statement		
Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		Catering Services			
		Title of Activity:			
		Community Driven Enterprise Development Training			
		Details: Lunch, AM Snacks & PM Snack			
		Menu:			
		Packed Lunch: Rice, 3 main courses (vegetables, fish, chicken, and pork/beef), and soft drinks			
		AM/PM Snacks: Variation of pasta/bread/pastries/ with drinks			
		Others: Flowing Coffee/Purified Drinking Water/Softdrinks			
		Date:			
		June 7-9, 2017	55	55 pax x 190.00 x 3days	31,350.00
	pax	June 14-16, 2017	55	55 pax x 190.00 x 3days	31,350.00
		June 21-23, 2017	55	55 pax x 190.00 x 3days	31,350.00
		June 28-30, 2017	55	55 pax x 200.00 x 3days	33,000.00
		Venue: within Tudela, Cebu		Total before tax	127,050.00
				3%	3,811.50
				2%	2,541.00
				Total after tax	120,697.50
		Purpose:			
		Community Driven Enterprise Development Training on June 7-9, 2017, June 14-16, 2017, June 21-23, 2017, June 28-30, 2017			
		(Ref: PR No.: DSWD7-17-0497)			
(Total Amount in Words)	One hundred twenty seven thousand fifty pesos only			Net of tax	120,697.50

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.

Very truly yours,

Conforme:

Lee B. Tejada
LEE B. TEJADA
Signature over Printed Name of Supplier

Date

MA. EVELYN B. MACAPOBRE, CESO III
Director IV

By

Herminia L. Cabahug
HERMINIA L. CABAUG
OIC-ARD for Administration

Funds Available:

Louie Bay C. Villarain
LOUIE BAY C. VILLARIN, CPA
Regional Accountant

ALOBS No. : _____

Amount : _____