



PURCHASE ORDER

Department of Social Welfare and Development
Field Office VII, Cebu City

Supplier:	JOSEPHINE'S CATERING SERVICES	PO No.	DSWD7-AMP-2025-041
Address:	Villa Leyson Subd., Narra St., Blk, 6 Lot 23, Bacayan Cebu City	Date:	2/26/2025
Contact No.:	0942-345-6600	Mode of Procurement:	NP-Small Value Procurement
Contact Person:	Josephine A. Redoble	TIN:	205-154-477-000-0

Gentlemen:

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

Place of Delivery:		RSCC Conference Room		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		
		Catering Services for the conduct of the Monthly General Staff Meeting					
	pax	March 11, 2025	30	500.00	15,000.00		
	pax	April 8, 2025	30	500.00	15,000.00		
	pax	May 13, 2025	30	500.00	15,000.00		
	pax	June 10, 2025	30	500.00	15,000.00		
	pax	July 8, 2025	30	500.00	15,000.00		
	pax	August 12, 2025	30	500.00	15,000.00		
	pax	September 9, 2025	30	500.00	15,000.00		
	pax	October 14, 2025	30	500.00	15,000.00		
	pax	November 11, 2025	30	500.00	15,000.00		
	pax	December 12, 2025	30	500.00	15,000.00		
		Meals : Lunch (Buffet) Snacks: AM & PM (Individually Served or Packed) Lunch Menu: Soup (should be stock or cream - based, with pieces of meat cuts, may be thick / thin / smooth textured), Rice, 3 Main Dishes: Choices of Beef, Pork, Chicken, and Fish, 1 Vegetable Dish Dessert: Choice of Fresh Tropical Fruits or Pastries or Salads Drinks: (Choices of: 330ml Bottled Natural Juice / Fresh or 240ml Canned Juice)					
		Snacks AM & PM Snacks: Choice of any of the following: (a) Sandwiches with sides (Clubhouse or similar with in size) (b) Burgers with sides (c) Pasta with toasted bread / bun (Pasta should be 1 cup) (d) Noodle Dish (e.g. Pancit/Bihon) (e) Breads / Pastries - should provide appropriate portion size per serving (f) Native Kakanin - should provide atleast 3 variety per serving Drinks: (Choices of: 330ml Bottled Natural / Fresh Juice or 240ml Canned Juice); for native kakanin, may be paired with either hot chocolate or coffee Other Specifications: No serving of CREAMDORY fish No serving of BAM-E, PANSIT or BIHON (as alternate of one of the main course) No serving of SODA (Softdrinks), Flavored Bottled Drinks , and Powdered Juices All drinks delivered should be in the appropriate temperature Cold or Hot. Provision of flowing coffee and availability of water dispensers or bottled water					
		Requirements: : Food must be delivered between 9:00 AM for AM snack, 11:00 AM for Lunch and 2:00 PM for PM snack. : Main Course (Meat and Chicken) should have atleast 100 grams cooked weight per serving, vegetables should be 1 cup per serving, dessert should be of proportionate serving. : End-user should inform the service provider of the final menu at least (5) days prior to the conduct of the meeting / activity. And any changes will immediately be coordinated. : Service provider should not make any changes on the final menu / food choices without the approval of the end-user. : Meals should be packaged in a container (may either be: Chaffing Dish, aluminum pans, and thick paperboard pans) that is sturdy, leak and spill-proof. Soup and dessert should be in a separate container. : Service provider must bring the Delivery Receipt, Sales Invoice or Billing Statement and Menu upon delivery to fast track the processing of payments.					
		Purpose: Provision of Catering Services for the participants					
		END USER: RSCC					
		(Ref: PR No.: DSWD7-2025-0111)					
(Total Amount in Words)			One Hundred Fifty Thousand Pesos	Gross Amount:	150,000.00		

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.

Very truly yours,

Conforme:

Signature over Printed Name of Supplier

MAR 04 2025

RAMONITA B. MONTANEZ
AO IV / OIC, Accounting Section

SHALAINE MARIE S. LUCERO, CESO III
Regional Director

Funds Available:

PAOLO GILBERTO B. CAPUL, CPA
Regional Accountant

ALOBS No.:

Amount: