

# PURCHASE ORDER

ORMOC CITY



ADMIN-BAC Form 1  
Rev. 2, Jan. 1, 2024

Supplier: **JI CATERING SERVICES**  
Address: 263 Del Carmen St(s), Brgy. Can-adieng, Ormoc City  
Tel. #  
T.I.N.: 181-280-615-000

Reference # : 245145  
P.O. # : 240124  
Date : FEB 08 2024  
Mode of Procurement : **NEGOTIATED - SVP**  
P.R. # : 240414

Gentlemen :

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

Place of Delivery : **CITY MAYOR'S OFFICE** Delivery Term **90 CALENDAR DAYS**  
Contract Name : **PROCUREMENT OF MEALS AND SNACKS FOR THE CITY MAYOR'S OFFICE**

Date of Delivery :   /  /  

Payment Term

Item No.	Qty	Unit of Issue	Item Description	Estimated Unit Cost	Estimated Cost
			<i>Balance Forwarded &gt;&gt;&gt;</i>		
1	2,000.	pax	Snacks (pax) Choice of: Clubhouse, Burger, Tuna Ham & Egg Sandwich, Empanada, Tuna Sandwich, Meat Buns, Meat Bread, Chicken sandwich, Siopao, Spaghetti, Macaroni, Tuna Casserole, Bread Delight (Ensaymada, Cinnamon, Cake Slices) All Served Drinks of Choice: Water/Juice/Softdrinks	100.00	200,000.00
2	350.	pax	Meals (pax) Packmeals Choice of: 1 1/2 Cup of Rice Main Menu: With Side Dish Choice of Pork, Chicken, Beef, or Fish Choice of Noodles, Pasta, or Vegetables Dessert: Choice of Fruits, Salads, or Sweets FOR BUFFET CATERING: Only washable/re-usable plates, cups, glasses serving trays are allowed to be used. Drinks must be in water dispensers, jug dispensers, or pitchers for serving drinks (plastic bottles, tetra packs, plastic packed or canned drinks and styrocups are prohibited) FOR PACKED MEALS: packaging should be in biodegradable material such as paper boxes (carton). Plastic utensils to be used	285.00	99,750.00
				<b>SubTotal &gt;&gt;&gt;</b>	<b>299,750.00</b>
				<b>As READ &gt;&gt;&gt;</b>	

When the Supplier fails to satisfactorily deliver any or all of the Goods and/or perform the Services within the specified delivery schedule, inclusive of duly, inclusive of duly granted time extensions, if any, the supplier shall be liable for damages for the delay and shall pay liquidated damages, not by way of penalty, an amount equal to one tenth (1/10) of one percent (1%) of the cost of the delayed goods scheduled for delivery for every day of delay until such goods are finally delivered and accepted. In case the total sum of liquidated damages reaches ten percent (10%) of the total contract price, the Procuring Entity concerned may rescind the contract and impose appropriate sanctions over and above the liquidated damages to be paid. (GPPB Res. No. 02-2020)

Conforme:

*Cristy O. Ycoy*  
Cristy O. Ycoy  
JI Catering Services  
**JI CATERING SERVICES**

(Signature over printed name)

(Date) Feb. 20, 2024

In case of Negotiated Purchase pursuant to Section 369 (a) of RA 7160, this portion must be accomplished.)

Approved per Sangguniang Resolution No.:

Certified Correct:

Very truly yours,

*Lucy Torres Gomez*  
**LUCY TORRES GOMEZ**  
City Mayor  
(Authorized Official)

Secretary to the Sanggunain

Date:

Control # : 2024-\_\_\_\_\_

