



PURCHASE ORDER  
 DSWD MIMAROPA Region  
 Entity Name

Supplier : **A TO Z BAKING AND CATERING SERVICE**  
 Address : Lalud Calapan City, Oriental Mindoro  
 TIN : 708-213-139-000

P.O. No. : 2022-04-0196  
 Date : April 18, 2022  
 Mode of Procurement : SVP

Gentlemen:

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

Place of Delivery : 2nd Floor RKT Bldg., JP Luna St. cor. Bayabas St., Lalud, Calapan City, Oriental Mindoro.  
 Date of Delivery : April 27, 2022; June 24, 2022; September 23, 2022; December 16, 2022

Delivery Term : FOB Destination  
 Payment Term : 15-30 days upon final inspection

| Stock/<br>Property No. | Unit | Description  | Quantity                          | Unit Cost    | Amount           |
|------------------------|------|--|-----------------------------------|--------------|------------------|
| 1                      | pax  | <b>Plated snacks for 4 sessions</b><br><b>SWADT Regular Meeting - Or. Min.</b><br><b>Venue:</b> DSWD ORMIN SWADT Office<br>2nd Floor RKT Bldg., JP Luna St. cor. Bayabas St., Lalud, Calapan City, Oriental Mindoro.<br><b>Date:</b> April 27, 2022<br>June 24, 2022<br>September 23, 2022<br>December 16, 2022<br><br><b>Time of serving:</b><br>Am snack: 10:00 AM<br>Lunch: 12:00 NN (2 meat dish, 1 vegetable dish, dessert, soup, and drinks)<br>PM snack: 3:00 PM<br><br><b>Note:</b><br>No repeating meal per menu<br>The end-user will inform the service provider 1 day before the conduct of meeting<br>The service provider shall submit proposed menu of the day 2 days before the scheduled activity.<br>No artificial flavor on drinks.<br>***nothing follows***<br><br><b>Approved Budget Cost: Php 52,000.00</b><br><br><b>RFQ No.2022-03-0286 NP SVP</b><br>Purpose:SWADT Regular Meeting.<br>Prepared by: Cathy Victorio | 26<br><br>23<br>guaranteed<br>pax | 495.00       | 51,480.00        |
|                        |      |  |                                   | <b>TOTAL</b> | <b>51,480.00</b> |

(Total Amount in Words) **FIFTY ONE THOUSAND FOUR HUNDRED EIGHTY PESOS ONLY.**

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:

Very truly yours,

\_\_\_\_\_  
 Signature over Printed Name of Supplier

**FERNANDO R. DE VILLA, JR., CESO III**

\_\_\_\_\_  
 Signature over Printed Name of Authorized Official

**Regional Director**

**JOEL S. MIJARES**  
 Officer-in-Charge  
 Special Order No. 1302

Date

Fund Cluster : 1  
 Funds Available : 51,480.00

\_\_\_\_\_  
**DANILYN T. GALAN**  
 Signature over Printed Name of Chief Accountant/Head of Accounting  
 AO IV, OIC-Accounting Section Head

ORS/BURS No. : 22-04-1247  
 Date of the ORS/BURS : 4/19/22  
 Amount : 51,480.00



Department of Social Welfare and Development  
DSWD-GF-010 | REV 00 / 12 OCT 2021



"Serbiayong May Puso, Saan Man sa MIMAROPA"

## NOTICE OF AWARD

April 18, 2022

### EVELYN M. CARANDANG

Authorized Representative  
A TO Z BAKING AND CATERING SERVICE  
Lalud Calapan City, Oriental Mindoro

Dear Ms. Carandang:

We are pleased to inform you that the RFQ No. 2022-03-0286 for the catering service for the SWADT Regular Meeting is hereby awarded to you as the Bidder with the Lowest Calculated Responsive Bid at a Contract Price equivalent to FIFTY ONE THOUSAND FOUR HUNDRED EIGHTY PESOS ONLY. (Php 51,480.00).

You are therefore required to comply with the Terms and Conditions stated in the PO No.2022-04-0196 from the receipt of this Notice of Award.

Please signify your conformity by signing below and transmitting a signed copy to us.

Very truly yours,

**FERNANDO R. DE VILLA, JR., CESO III**

Regional Director  
Head of the Procuring Entity

**JOEL S. MIJARES**  
Officer-in-Charge  
Special Order No. 1252  
5.2022

Conforme:

\_\_\_\_\_  
(Signature over Printed Name of Bidder's Authorized Representative)

**A TO Z BAKING AND CATERING SERVICE**

Date: \_\_\_\_\_

Purpose: SWADT Regular Meeting

| Item No.   | Qty | Unit | Purchaser's Requirements     | A TO Z BAKING AND CATERING SERVICE |            | MNL CATERING SERVICES |            | JNK PARTY NEEDS & CATERING SERVICES |            |
|--|-----|------|------------------------------|------------------------------------|------------|-----------------------|------------|-------------------------------------|------------|
|  |     |      |                              | Unit Cost                          | Total Cost | Unit Cost             | Total Cost | Unit Cost                           | Total Cost |
| 1  | 26  | pax  | Plated snacks for 4 sessions | 495.00                             | 51,480.00  | 500.00                | 52,000.00  | 550.00                              | 57,200.00  |
| 23 guaranteed pax  |     |      |                              |                                    |            |                       |            |                                     |            |
| SWADT Regular Meeting.   |     |      |                              |                                    |            |                       |            |                                     |            |
| Venue: DSWD ORMIN SWADT Office   |     |      |                              |                                    |            |                       |            |                                     |            |
| 2nd Floor RKT Bldg., JP Luna St. cor. Bayabas St., Lalud, Calapan City, Oriental Mindoro.        |     |      |                              |                                    |            |                       |            |                                     |            |
| Date: April 27, 2022   |     |      |                              |                                    |            |                       |            |                                     |            |
| June 24, 2022  |     |      |                              |                                    |            |                       |            |                                     |            |
| September 23, 2022   |     |      |                              |                                    |            |                       |            |                                     |            |
| December 16, 2022  |     |      |                              |                                    |            |                       |            |                                     |            |
| Time of serving:   |     |      |                              |                                    |            |                       |            |                                     |            |
| Am snack: 10:00 AM   |     |      |                              |                                    |            |                       |            |                                     |            |
| Lunch: 12:00 NN (2 meat dish, 1 vegetable dish, dessert, soup, and drinks)                       |     |      |                              |                                    |            |                       |            |                                     |            |
| PM snack: 3:00 PM  |     |      |                              |                                    |            |                       |            |                                     |            |
| Note:  |     |      |                              |                                    |            |                       |            |                                     |            |
| No repeating meal per menu   |     |      |                              |                                    |            |                       |            |                                     |            |
| The end-user will inform the service provider 1 day before the conduct of meeting                |     |      |                              |                                    |            |                       |            |                                     |            |
| The service provider shall submit proposed menu of the day 2 days before the scheduled activity. |     |      |                              |                                    |            |                       |            |                                     |            |
| No artificial flavor on drinks.  |     |      |                              |                                    |            |                       |            |                                     |            |
| ***nothing follows***  |     |      |                              |                                    |            |                       |            |                                     |            |
| Approved Budget Cost:  |     |      |                              | TOTAL                              | 51,480.00  | TOTAL                 | 52,000.00  | TOTAL                               | 57,200.00  |
|  |     |      |                              | TOTAL                              |            | TOTAL                 |            | TOTAL                               |            |

Deliberated upon by the DSWD - BIDS COMMITTEE (DSWD-BAC) on April 9, 2022 recommends to be awarded to A TO Z BAKING AND CATERING SERVICE as the lowest calculated bid.

**JAMUEL P. BALBABOCO**  
Member

**IMEE C. VILLANUEVA**  
Member

**MARICEL E. DELAYEGA-URDAS**  
Member

**GENELIDA Q. GABILAN**  
Vice Chairperson

**SHEILA S. TAPIA**  
Chairperson

**PATRICK G. JARMIN**  
Alternate Member

**KHEEN MICHAEL G. SE**  
Alternate Member

**MIRAMELINDA O. LEUTERIO**  
Alternate Member

Approved by:  
**FERNANDO R. DE VILLA, JR., CESO III**  
Regional Director