

February 28, 2023

**MR. VICENTE M. MAYUGA**

Proprietor  
SEBASTIAN SEBASTIANNE CATERING SERVICES  
Liwayway, Odiongan, Romblon

Dear **Mr. Mayuga**:

We are pleased to inform you that the RFQ No. 2023-02-0316 for "Catering Services for the conduct of Various Pantawid Activities (MRB Meeting and RAC meeting with LBP Managers) in Romblon" is hereby awarded to you as the Bidder with the Lowest Calculated Responsive Bid at a Contract Price equivalent to **Fifty Thousand Five Hundred Eighty Five Pesos Only (Php50,585.00)**.

You are therefore required to comply with the Terms and Conditions stated in the PO No.2023-03-0141 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,



**LEONARDO C. REYNOSO, CESO III**  
Regional Director  
Head of the Procuring Entity

**Conforme:**

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

**SEBASTIAN SEBASTIANNE CATERING SERVICES**

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



**PURCHASE ORDER**  
**DSWD MIMAROPA Region**  
**Entity Name**

Supplier : <b>SEBASTIAN SEBASTIANNE CATERING SERVICES</b>	P.O. No. : <b>2023-03-0141</b>
Address : <u>Liwaway, Odiongan, Romblon</u>	Date : <b>March 1, 2023</b>
TIN :	Mode of Procurement : <b>NP-SVP</b>

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

Place of Delivery : Pantawid Provincial Operation Office, 2nd Floor Alg Commercial Building, Ma. Roxas St., Brgy. Liwaway, Odiongan, Romblon	Delivery Term : <u>FOB Destination</u>
Date of Delivery : <u>see list below for the date of activity</u>	Payment Term : <u>15-30 days upon final inspection</u>

Stock/Property No	Unit	Description	Quantity	Unit Cost	Amount
		<b>Provision of Meals for the conduct of various Pantawid Activities for 2 Days ( 1 meal and 2 snacks)</b>			
		<b>Municipal Roving Bookkeeper (MRB) Quarterly Cluster Meeting</b>			
		<b>Date of Activity:</b>			
1	pax	March 15-17, 2023 ( <u>Day 1</u> - Lunch & Pm Snack, <u>Day 2</u> -Am Snack,Lunch, Pm Snack, <u>Day 3</u> - Am Snack)	13	450.00	11,700.00
2	pax	June 21-23, 2023 ( <u>Day 1</u> - Lunch & Pm Snack, <u>Day 2</u> -Am Snack,Lunch, Pm Snack, <u>Day 3</u> - Am Snack)	13	450.00	11,700.00
3	pax	August 29-31, 2023 ( <u>Day 1</u> - Lunch & Pm Snack, <u>Day 2</u> -Am Snack,Lunch, Pm Snack, <u>Day 3</u> - Am Snack)	13	450.00	11,700.00
4	pax	December 13-15, 2023( <u>Day 1</u> - Lunch & Pm Snack, <u>Day 2</u> -Am Snack,Lunch, Pm Snack, <u>Day 3</u> - Am Snack)	13	422.50	10,985.00
					<b>46,085.00</b>
		<b>Provision of Meals for 1 Day ( 1 meal and 2 snacks)</b>			
		<b>Regional Action Center (RAC) Meeting with LBP Managers on the Delivery of Cash Grants to Pantawid Pamilya Beneficiaries (Hybrid)</b>			
		<b>Date of Activity:</b>			
1	pax	March 3, 2023	2	375.00	750.00
2	pax	April 28, 2023	2	375.00	750.00
3	pax	June 30, 2023	2	375.00	750.00
4	pax	September 1, 2023	2	375.00	750.00
5	pax	October 27, 2023	2	375.00	750.00
6	pax	December 11, 2023	2	375.00	750.00
					<b>4,500.00</b>
		<b>PROVISION / INCLUSION FOR LOT 1 AND LOT 2</b>			
		- Caterer shall submit proposed menu of the day one week before the scheduled activity ( <i>minimum of rice, 2 viands, 1 vegetable, soup, dessert, drinks</i> )			
		- All day coffee serving/coffee buffet, drinking water and candies			
		- End user shall inform the service provider one to two weeks the exact date prior to the conduct of the activity			
		<b>TYPE AND SERVING TIME:</b>			
		- Individually hot packed meals			
		- AM Snack: 9:00am, Lunch: 11:30am, Pm Snack: 3:00pm			
		*****NOTHING FOLLOWS*****			
		page 1 of 1			
		Approved Budget for the Contract: Php56,800.00			
		<b>PR No. 2023-02-0312</b>			
		Purpose: Provision of Meals for the conduct of various Pantawid Activities in Marinduque			
		Prepared by: Emma Joy C. Nolasco			

COMPLY

(Total Amount in Words)	Fifty Thousand Five Hundred Eighty Five Pesos Only	50,585.00
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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:

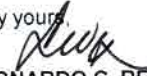
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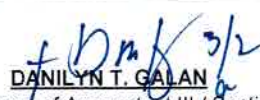
Signature over Printed Name of Supplier

\_\_\_\_\_

Date

Very truly yours,

  
**LEONARDO C. REYNOSO, CESO III**  
Signature over Printed Name of Authorized Official  
**Regional Director**

Fund Cluster : <b>01-101</b>	ORS/BURS No. : <u>2023-03-0668</u>
Funds Available : 50,585.00	Date of the ORS/BURS: <u>3/2</u>
 <b>DANILYN T. GALAN</b> Signature over Printed Name of Accountant III / Section Head, Accounting Section	Amount : 50,585.00