Republic of the Philippines
OFFICE OF THE SOLICITOR GENERAL
134 Amorsolo St., Legaspi Village
Makati City

PURCHASE ORDER

Supplier:	**CLARIN'S CATERING SERVICE**	**P.O. #**	**026-05-055**
Address:	#10 Orestes Lane Barangay Bagong Lipunan ng Crame, Quezon City	**Date:**	May 14, 2026
TIN:	212-575-265-0000	**Mode of Procurement**:	Small Value Procurement
Account No.:	002638-052059 Bank: BDO - Paco A. Linao Branch		
Tel No.	0969-6007898 Email: clarinsqc@gmail.com		

Gentlemen:

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

Place of Delivery:	**OSG Convergys One Building, Ayala Ave. corner Salcedo St., Legaspi, Makati City**	**Delivery Term:** At specific time (May 18-19, 2026)
Date of Delivery:		**Payment Term:** w/in 30 days upon receipt of invoice and Certificate of Completion & Acceptance (Bank to Bank)

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
		Procurement of Food and Beverages for Capacity Building Committee Training/Seminar of the Office of the Solicitor General inclusive of taxes, services, delivery and other charges.			
		Event Title: *Institutional Frameworks and Written Advocacy in Arbitration Seminar*			
		Event Dates			
		1) May 18, 2026 - 8:00am to 5:00pm	45	Php 800.00	Php 36,000.00
		2) May 19, 2026 - 8:00am to 5:00pm	45	Php 800.00	Php 36,000.00
		No. of Pax: 45 per day			
		Delivery Address: *7th Floor, Convergys One Building 6769 Ayala Avenue cor. Salcedo St. Legaspi Village, Makati City*			
1		**Day 1 - May 18, 2026**			
		AM SNACKS > Sotanghon Guisado > Orange Juice *Serving Time: On or before 7:30AM* *Serves in area specified by the end-users*			
		LUNCH > Sweet and Sour Fish > Beef Calderata > Fresh Lumpia Ubod > Steamed Rice > Buco Lychee Gelatine > Lemon Cucumber Juice *Serving Time: On or before 11:50AM* *Serves in area specified by the end-users*			
		PM SNACKS > Pasta Puttanesca > Buttered Toast Bread > Iced Tea *Serving Time: On or before 2:50AM* *Serves in area specified by the end-users*			
		** With free flowing brewed coffee with complete condiments for the whole day.*			
2		**Day 2 - May 19, 2026**			
		AM SNACKS > Pancit Canton Guisado > Orange Juice *Serving Time: On or before 7:30AM* *Serves in area specified by the end-users*			
		LUNCH > Fish Fillet with Tartar Sauce > Beef with Mushrooms > Stir-Fred Broccoli and Garlic > Steamed Rice > Fruit Salad in Patty Shells > Lemon Cucumber Juice *Serving Time: On or before 11:50AM* *Serves in area specified by the end-users*			
		PM SNACKS > Fettucine Carbonara > Buttered Toast Bread > Iced Tea *Serving Time: On or before 2:50AM* *Serves in area specified by the end-users*			

		** With free flowing brewed coffee with complete condiments for the whole day.* *Manpower Requirements:* ** With at least two (2) personnel during the events.* ** Personnel must be in uniform/appropriately dressed with name tags.* ** Supplier is required to provide list of names of employees and a list equipment to be brought into the venue.* *Other Requirements:* ** Complete set up of tables, chairs, utensils, buffet table takeout containers for leftover food.* ** Free-flowing coffee (with sugar and cream) with water, tea, and juice.* ** Dishes must be served in an aesthetic buffet long table with skirting.* ** Suppliers should provide food containers for any excess food.* ** All left over should be properly coordinated to end-user and be given to the authorized representative in a proper take out container.* *Quality of Food Requirements:* **** No pork or blood-based ingredients.*** ** Delicious/Scrumptious and big servings.* ** Prepared in proper, hygienic and safe place.* ** Freshly made (not spoiled)* ** Delivered at specified time.* ** Supplier must warrant the agency that in case of spoilage, and/or not good quality meals, they will replace and provide alternative menu immediately* *Note: Supplier must provide option for rescheduling, and/or modification due to national and agency announcement. Further, supplier must conform to any changes with the delivery address upon actual contract implementation.* *The following documents shall be deemed to form & construed as part of this agreement:* *i. Request for Quotation* *ii. Quotation* *iii. Chosen Menu* *iv. Other documents as may be required by law*			
Total Amount in Words:		**Seventy Two Thousand Pesos Only**			**Php 72,000.00**

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,

JESSICA L. CASTRO
CAO, Administrative Division

Conforme: HAROLD LA-AB
(Signature over printed name)
MAY 18 2026
(Date)

EDITHA R. BUENDIA
Director IV, HRMAS

Funds Available:

ARIEL J. UBIÑA
Chief Accountant

ALOBS: 02-101101-2026-05-219

Amount: ₱ 72,000.00

This is to certify that this procurement was posted at Philgeps in compliance with RA 12009

PAOLO MIGUEL U. TORIO
Process Server