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

PURCHASE ORDER

Supplier:	**MAC KUSINA DE KAFE**	**P.O. #**	**026-06-068**
Address:	14 8th Ave., Brgy. Socorro, Cubao, Quezon City	**Date:**	June 8, 2026
TIN:	410-459-079-00000	**Mode of Procurement:**	Small Value Procurement
Account No.:	0551057810 Bank: LBP - EDSA Greenhills		
Telephone:	02-7003-1553 Email: kusinadekafe@gmail.com		

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

Place of Delivery: Date of Delivery:	**OFFICE OF THE SOLICITOR GENERAL** Foro de Intramuro, Intramuros, Manila & OSG Makati Office	**Delivery Term:** June 10, 2026 at specific time **Payment Term:** Within 30 days upon receipt of invoic & Certificate of Completion & Acceptance (Bank to bank)

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
		PROCUREMENT OF CATERING SERVICE AND PACKED MEALS PROVIDER FOR THE OSG 125th ANNIVERSARY CELEBRATION ON JUNE 10, 2026, INCLUSIVE OF TAXES, SERVICE AND DELIVERY CHARGES. **Event Title: 125th OSG Anniversary Celebration** *Event Date: June 10, 2026* *Event Theme: Corporate Elegance (Blue and Gold Color Palette)* *No. of pax: 50 pax for VIPs Plated Dinner Service* *No. of pax: 600 pax for Managed Dinner Buffet* *No. of pax: 80 pax for Skeletal Workforce*			
1	Pax	**Items and Description:** A. **Managed Buffet** (600 pax) & **VIPs Plate Dinner Service** (50 pax) Delivery Address: Foro de Intramuros, Anda Street, Intramuros, Manila Set-up ready: On or before 2:30 PM Serving Time: on or before 5:20 PM ***Inclusions:*** **SOUP** > Creamy Pumpkin Soup **SALAD** > Strawberry Feta Walnut Salad **VEGETABLES** > Mixed Veggies with Shitake Mushroom **MAINS** > Rice > Beef Stew (Beef Caldereta) > MAC's Style Chicken > Tuscan Salmon **PASTA** > Pesto Chicken Pasta **DESSERT** > Tropical Fruits **BEVERAGES** > Free Flowing Coffee > Purified Water > Juices (3 Flavors) *With 5% buffer equivalent to at least 33 pax* **Other Requirements** 1. Buffet table set-up and centerpieces must suit to the theme of the event (Corporate Elegance / Blue and Gold Color Palette). 2. No pork or blood-based ingredients. 3. Free-flowing coffee with condiments. 4. Complete dining set-up (chinaware, glassware and silverware); tables, chairs, plates, utensils, cutleries, tissues and glasses should be provided by the supplier. 5. Banquet chairs for at least 600 - 650 pax and Tiffany chairs for VIPs 50 - 100 pax 6. Dishes must be served in aesthetic buffet table with skirting. 7. Suppliers must also provide food containers for any excess food.	650	Php 1,115.00	Php 724,750.00

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
		8. All leftover food should be properly coordinated to the end-user and be given to the authorized representative in a proper container. 9. Supplier is required to provide the list of employees and equipment to be brought inside the venue at least a day before the event. 10. Supplier must provide at least twenty (20) properly dressed personnel with name tags during the event. 11. The food must be prepared within the premises or within close proximity of the venue to avoid spoilage. 12. Plated dinner option for at least fifty to one hundred (50 - 100) pax VIP participants. 13. Must conduct food sampling/tasting for the committee			
2	Pax	B. **Packed Meal for Skeletal Force** (80 pax) Delivery Address: OSG Convergys One Building, Dela Rosa corner Salcedo Street, Legaspi Village, Makati City Delivery Time: 11:00 AM ***Inclusions:*** > MAC's Style Chicken > Tuscan Salmon > Mixed Veggies with Shitake Mushroom > Steamed Rice > Macarroons > Soft drinks **Other Requirements** 1. The supplier must use an environmental-friendly packaging. 2. The packed meals must be served individually with utensils. **Quality of Food Requirements:** Meals must be delicious, prepared in a clean, hygienic, and safe evironment served in large portions, spill-free, freshly made (not spoiled), and ready to be served at the specified time. **Note:** *Supplier must provide sample menu.* *Supplier must provide option for rescheduling, modification, and cancelling, due to possible agency announcement. Supplier should warrant the agency that in case of spoilage and not good quality meals, they will replace and provide the same immediately at no additional cost.* *Quality and quantity of food per serving during the food tasting should be identical with the food to be delivered during the contract implementation. The stated quantity might differ upon the actual delivery/PO.* *The following documents shall be deemed to form & construed as part of this contract:* *i. Request for quotation* *ii. Chosen menu* *iii. Other documents as may be required by law*	80	Php 385.00	Php 30,800.00
Total Amount in Words:		**Seven Hundred Fifty Five Thousand Five Hundred Fifty Pesos Only**			**Php 755,550.00**

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: ANGELO DAVE CATORAE
(Signature over printed name)
06-10-26
(Date)

EDITHA R. BUENDIA
Director IV, HRMAS

Funds Available:

ARIEL J. UBIÑA
Chief Accountant

ALOBS: 02-10110-2026-06-270

Amount: ₱ 755,550.00

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

PAOLO MIGUEL U. TORIO
Process Server