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

PURCHASE ORDER

Supplier:	**7SQ OPC**	**P.O. #**	**026-07-088**
Address:	Tukod Corner, Sapang Pahalang, Pulo, San Rafael, Bulacan	**Date:**	**July 20, 2026**
TIN:	640 973 462 000	**Mode of Procurement:**	
Account No.:	5421 0129 64	Bank:	LBP - Chino Roces, Don Bosco Branch
Telephone:	02 7943 6799 / 0915 857 6730	Email:	catering@7sq.asia
			Small Value Procurement

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

Place of Delivery:	**Convergys One Building**	**Delivery Term:** at the specified date and time
Date of Delivery:	**July 21, 22, August 5, 6, 11-13, 2026**	**Payment Term:** within 30 days upon receipt of the Invoice and Certificate of Completion and Acceptance. **(Bank to Bank)**

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
		Procurement of Food and Beverages for the Personnel Development Committee (PDC), Employee Competency Committee (ECC), and Human Resource Management Division (HRMD) Trainings *Inclusive of taxes, services, delivery, and other charges.* Delivery Address: Convergys One Building, 6796 Ayala Avenue corner Salcedo Street, Legaspi Village, Makati City			
1	pax	**Coaching for Results (Non-Legal)** Event Date: July 21, 2026; 8:00 AM–5:00 PM ***AM Snacks (Ready to be served at 7:15AM)*** Spaghetti Garlic Toasted Bread Melon Juice ***Lunch (Ready to be served at 11:45AM)*** Beef Broccoli Sinampalukang Manok Buttered Garlic Shrimp Stir-Fried Bok Choy Ube Cheese Turon Steamed Rice Guevano Juice ***PM Snacks (Ready to be served at 2:50PM)*** Creamy Chicken Sandwich and Potato Wedges with Dip Calamansi Juice	56	Php 681.00	Php 38,136.00
2	pax	**Coaching for Results (Legal)** Event Date: July 22, 2026; 8:00 AM–5:00 PM ***AM Snacks (Ready to be served at 7:15AM)*** Palabok Garlic Toasted Bread Sago't Gulaman ***Lunch (Ready to be served at 11:45AM)*** Beef Afritada Adobong Bicolano Cajun Mixed Seafood Stir-Fried Spinach Tiramisu Slice Steamed Rice Guevano Juice ***PM Snacks (Ready to be served at 2:50PM)*** Clubhouse Sandwich and Chips with Dip Calamansi Juice	33	681.00	22,473.00
3	pax	**7 Habits of Highly Effective People: Foundations for Filipino Public** Event Date: August 5, 2026; 8:00 AM–5:00 PM ***AM Snacks (Ready to be served at 7:15AM)*** Lomi Garlic Toasted Bread Sago't Gulaman ***Lunch (Ready to be served at 11:45AM)*** Spicy Beef Caldereta Ilonggo Chicken Inasal Tuna Bistek Lumpiang Gulay Ube Cheese Turon Steamed Rice Guevano Juice	42	681.00	28,602.00

		PM Snacks (Ready to be served at 2:50PM) Suman sa Latik Calamansi Juice			
4	pax	**7 Habits of Highly Effective People: Foundations for Filipino Public** Event Date: August 6, 2026; 8:00 AM–5:00 PM ***AM Snacks (Ready to be served at 7:15AM)*** Lasagna Garlic Toasted Bread Melon Juice ***Lunch (Ready to be served at 11:45AM)*** Beef Teriyaki Chicken Katsu Curry Seasonal Grilled Fish Pinakbet Mango Bango Steamed Rice Guevano Juice ***PM Snacks (Ready to be served at 2:50PM)*** Santan Sandwich with Pili Calamansi Juice	42	681.00	28,602.00
5	pax	**2026 OSG New Employee Orientation (NEO)** Event Date: August 11, 2026; 8:00 AM–5:00 PM ***AM Snacks (Ready to be served at 7:15AM)*** Baked Mac and Cheese Garlic Toasted Bread Calamansi Juice ***Lunch (Ready to be served at 11:45AM)*** Beef Stroganoff Chicken Menudo Fish Fillet with Tartar Sauce Chopsuey Tiramisu Slice Steamed Rice Guevano Juice ***PM Snacks (Ready to be served at 2:50PM)*** Bibingkang Kamoteng Kahoy Sago't Gulaman	97	681.00	66,057.00
6	pax	**2026 OSG New Employee Orientation (NEO)** Event Date: August 12, 2026; 8:00 AM–5:00 PM ***AM Snacks (Ready to be served at 7:15AM)*** Pancit Bihon/Canton Garlic Toasted Bread Sago't Gulaman ***Lunch (Ready to be served at 11:45AM)*** Pepper Roast Beef with Gravy Chicken Pastel Tuna Bistek Buttered Vegetables Fresh Fruits Steamed Rice Guevano Juice ***PM Snacks (Ready to be served at 2:50PM)*** Suman sa Liha Calamansi Juice	102	681.00	69,462.00
7	pax	**2026 OSG New Employee Orientation (NEO)** Event Date: August 13, 2026; 8:00 AM–5:00 PM ***AM Snacks (Ready to be served at 7:15AM)*** Carbonara Garlic Toasted Bread Melon Juice ***Lunch (Ready to be served at 11:45AM)*** Beef Steak Ilonggo Chicken Inasal Cajun Mixed Seafood Lumpiang Gulay Banana Q Steamed Rice Guevano Juice ***PM Snacks (Ready to be served at 2:50PM)*** Clubhouse Sandwich and Potato Wedges with Dip Calamansi Juice	96	681.00	65,376.00

		Special Requirements Beverage shall include flowing coffee/tea, and juice throughout the duration of the training **Food Quality Requirements** • No pork or blood-based ingredients. • Food must be scrumptious and fit for consumption. • Food must be freshly cooked/prepared in a clean, hygienic, and safe facility. • Generous serving portions. • Delivered at the specified time. • The supplier shall guarantee that, in the event of spoilage or poor-quality meals, replacement meals of equivalent value shall be provided immediately at no additional cost to the agency. **Other Requirements** • The supplier must provide tableware. • Dishes must be served on an aesthetically arranged buffet table with skirting. • The supplier must provide spill-proof food containers for any excess food. • All leftovers shall be properly coordinated with the end user and turned over to the authorized representative in appropriate take-out containers. • At least two (2) properly attired servers with name tags must be present throughout the event. *The following documents shall be deemed to form and construed as part of this agreement:* *I. RFQ* *II. Quotation* *III. Chosen menu* *IV. Other documents as may be required by law*			
Total Amount in Words:	**THREE HUNDRED EIGHTEEN THOUSAND SEVEN HUNDRED EIGHT PESOS ONLY**			**Php**	**318,708.00**

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

EDITHA R. BUENDIA
Director IV, HRMAS

Conforme:

Annaliza Valimento
(Signature over printed name)

7/24/26
(Date)

Funds Available:

ARIEL J. UBIÑA
Chief Accountant

ALOBS: 02-101101-2026-07-386 ₱ 200,845.00

Amount: 02-101101-2026-07-387 ₱ 60,609.00

02-101101-2026-08-410 ₱ 57,204.00

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

CHRISTIAN D. BUAT
ADAS I