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

PURCHASE ORDER

Supplier:	**CLARIN'S CATERING SERVICE (F/A Katherina Clarin Enriquez)**	**P.O. #**	**026-09-104**
Address:	#10 Orestes Lane, Barangay Bagong Lipunan ng Crame, Quezon City	**Date:**	September 4, 2026
TIN:	212-575-265-0000	**Mode of Procurement:**	
Account No.:	0681101390	Bank:	LBP - G. Araneta Branch
Telephone:	0969-6007898	Email:	clarinsqc@gmail.com
			Negotiated Procurement - 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:** September 17 & 24, 2026
Date of Delivery: **September 17 & 24, 2026**	**Payment Term:** within 30 days upon receipt of the the Invoice and Certificate of Completion and Acceptance. **(Bank to Bank)**

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
1	pax	**Procurement of Food and Beverages Relative to the Conduct of the Training on Gender-Fair Language, Harmonized Gender and Development (GAD) Guidelines, and Sex-Disaggregated Data** *Inclusive of taxes, services, delivery, and other charges.* Event Title: Gender-Fair Language, Harmonized Gender and Development (GAD) Guidelines, and Sex-Disaggregated Data Training Event Date: September 17 & 24, 2026 No. of Participants: 28 pax per day Delivery Address: Convergys One Building, 6796 Ayala Avenue corner Salcedo Street, Legaspi Village, Makati City **September 17, 2026 (Day 1)** A. AM Snacks Serving Time: On or before 7:30 AM Minimum Inclusions: Pancit Bihon Banana Muffin Orange juice B. Lunch Serving Time: On or before 11:30 AM Minimum Inclusions: Cheesy Garlic Baked Bangus Boneless Chicken Teriyaki Lumpiang Ubod Hubad Plain rice Leche Flan Lemon Cucumber Juice C. PM Snacks Serving Time: On or before 2:30 PM Minimum Inclusions: Creamy Tomato Penne Pasta Buttered Toast Bread Iced Tea **September 24, 2026 (Day 2)** A. AM Snacks Serving Time: On or before 7:30 AM Minimum Inclusions: Sotanghon Guisado Lemon Muffin Orange juice B. Lunch Serving Time: On or before 11:30 AM Minimum Inclusions: Fish Fillet with Tartar Sauce Soy Fried Chicken Sauteed Mixed Vegetables Plain rice Buco Gelatine Lemon Cucumber Juice	56	Php 800.00	Php 44,800.00

C. PM Snacks
Serving Time: On or before 2:30 PM
Minimum Inclusions:
Tuna Carbonara
Buttered Toast Bread
Iced Tea

Other Requirements

- ◊ Free-flowing purified drinking water and coffee throughout the activity.
- ◊ The supplier shall provide plates, utensils, cutlery, drinking glasses, and table napkins/tissues.
- ◊ Meals shall be attractively presented and served on a properly skirting buffet table.
- ◊ The supplier shall provide additional plates, utensils, cutlery, drinking glasses, tables, and chairs, as necessary.
- ◊ All leftover food shall be properly coordinated with the end-user and turned over to the agency's authorized representative.

Food Quality Requirements

- ◊ No pork or blood-based ingredients shall be used in any of the food items.
- ◊ Food shall be freshly prepared, hygienically processed, safely packed, spill-free, and delivered at the specified serving times.
- ◊ Food portions shall be generous and of good quality.
- ◊ Meals shall be prepared in a sanitary food preparation facility in accordance with applicable food safety standards.
- ◊ In the event that any food is found to be spoiled, contaminated, or of unacceptable quality, the supplier shall immediately replace the affected food items at no additional cost to the procuring entity.

Manpower Requirements

- ◊ At least two (2) properly groomed and uniformed service personnel with visible name tags shall be present throughout the activity.
- ◊ The supplier shall submit a list of personnel and equipment to be brought into the venue prior to the scheduled delivery and setup.

NOTE:

- ◊ The supplier shall allow modifications, rescheduling, or cancellation of the procurement in accordance with announcements or directives issued by the Office of the Solicitor General and/or the National Government.
- ◊ The final quantity may vary based on the approved Purchase Order.
- ◊ The supplier shall accommodate changes in the delivery address, if necessary, during the implementation of the contract.

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:	**FORTY FOUR THOUSAND EIGHT HUNDRED PESOS ONLY**	**Php**	**44,800.00**

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: KATHERINE C. ENGLERO
(Signature over printed name)
09/17/2026
(Date)

EDITHA R. BUENDIA
Director IV, HRMAS

Funds Available:

ARIEL J. UBIÑA
Chief Accountant

ALOBS: 02-102101-2026-10-046

Amount: ₱ 44,800.00