
	Republic of the Philippines Department of Education Region I <b>SCHOOLS DIVISION OF SAN CARLOS CITY</b> San Carlos City		Document Code: SDO-SCC-QF-OSDS-SUP-002 Revision: 01 Effectivity date: 08-15-19 Name of Office: <b>OSDS – SUPPLY OFFICE</b>
	<b>PURCHASE ORDER</b>		Date: <u>APRIL 14, 2026</u>

Reference No: <u>20260414-010</u> Supplier: <b>THE GRAND LOURDS HOTEL CORPORATION</b> Address: <u>CALASIAO, PANGASINAN</u> TIN: <u>659-200-716-00000</u>	P.O. No: <u>20260414-010</u> Date: <u>APRIL 14, 2026</u> Mode of Procurement: SVP
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Gentlemen:  
 Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery: <u>THE GRAND LOURDS HOTEL CORPORATION</u>	Delivery Term: <u>FOB DESTINATION</u>
Date of Delivery: <u>7 DAYS UPON SUPPLIER SIGNING THE PURCHASE ORDER</u>	Payment Term: <u>7 DAYS AFTER AVAILABILITY OF CASH</u>

Item	Stock / Property No.	Unit	Item	Quantity	Unit Cost	Amount
			<b>Quarter 1 (Date of Delivery: April 16, 2026)</b>			
		<b>pax</b>	<b>AM SNACKS</b>			
			1 serving Spaghetti with Meatballs with 1 pc Garlic Toast (cut in half)	<b>132</b>	<b>P 100.00</b>	<b>P 13,200.00</b>
			1 glass of fresh pineapple juice			
		<b>pax</b>	<b>LUNCH</b>			
			1 serving Cream of Corn Soup	<b>132</b>	<b>P 400.00</b>	<b>P 52,800.00</b>
			1 serving Beefsteak with Onion Rings			
			1 serving Squid Calamares			
			1 serving Stir-Fried Broccoli in Garlic Sauce			
			1 cup Steamed Rice			
			1 pc Brownie			
			1 glass of fresh Mango Juice			
		<b>pax</b>	<b>PM SNACKS</b>			
			1 serving Tuna Pasta	<b>132</b>	<b>P 100.00</b>	<b>P 13,200.00</b>
			1 glass fresh Mango Juice			
			<b>Quarter 2 (Date of Delivery: May 7, 2026)</b>			
		<b>pax</b>	<b>AM SNACKS</b>			
			1 serving Pansit Bihon Guisdao with 5 pcs Puto Calasiao	<b>132</b>	<b>P 100.00</b>	<b>P 13,200.00</b>
			1 glass of fresh Mango Juice			
		<b>pax</b>	<b>LUNCH</b>			
			1 serving Potato Soup	<b>132</b>	<b>P 400.00</b>	<b>P 52,800.00</b>
			1 serving Fried Chicken			
			1 serving Bangus Sisig			
			1 serving Sauteed Ampalaya with Shrimps			
			1 cup Steamed Rice			

		1 serving Maja Blanca			
		1 glass of Buko Juice			
	<b>pax</b>	<b>PM SNACKS</b>			
		1 serving Hamburger Sandwich with TLC (Tomato, Lettuce, Cheese)	<b>132</b>	<b>P 100.00</b>	<b>P 13,200.00</b>
		1 glass of fresh Cucumber Lemonade			
		<b>Quarter 3 (Date of Delivery: September 17, 2026)</b>			
	<b>pax</b>	<b>AM SNACKS</b>			
		1 serving Palabok with 1 pc Toasted Bread	<b>132</b>	<b>P 100.00</b>	<b>P 13,200.00</b>
		1 glass of fresh Buko Juice			
	<b>pax</b>	<b>LUNCH</b>			
		1 serving Mussel Soup			
		1 serving Lechon Kawali			
		3 pcs Medium-sized Camaron Rebosado	<b>132</b>	<b>P 400.00</b>	<b>P 52,800.00</b>
		1 serving Buttered Vegetables			
		1 cup Steamed Rice			
		1 pc Orange fruit			
		1 glass of Iced Tea with sliced of Lemon			
	<b>pax</b>	<b>PM SNACKS</b>			
		1 pc Siopao Pork Asado (large) with sauce	<b>132</b>	<b>P 100.00</b>	<b>P 13,200.00</b>
		1 glass of fresh Pineapple Juice			
		<b>Quarter 4 (Date of Delivery: November 19, 2026)</b>			
	<b>pax</b>	<b>AM SNACKS</b>			
		1 serving Fresh Lumpia with Peanut Sauce	<b>132</b>	<b>P 100.00</b>	<b>P 13,200.00</b>
		1 glass of fresh Orange Juice			
	<b>pax</b>	<b>LUNCH</b>			
		1 serving Vegetable Egg Drop Soup			
		1 serving Sinigang na Boneless Bangus			
		1 pc Porkchop Barbecue	<b>132</b>	<b>P 400.00</b>	<b>P 52,800.00</b>
		1 serving Pinakbet Ilokano with Chicharon			
		1 cup Steamed Rice			
		1 serving Almond Jelly with Lychee			
		1 glass house blend Iced Tea			
	<b>pax</b>	<b>PM SNACKS</b>			
		1 serving Club House Sandwich	<b>132</b>	<b>P 100.00</b>	<b>P 13,200.00</b>
		1 glass of Fresh Orange Juice			

			<b>Other Requirements:</b>		
			1. Quarterly activities shall be conducted at the caterer's designated facility with strong internet connectivity and where meals and snacks shall be served. The caterer shall provide the sound system, screen projector and ensure that staff is available to operate the equipment for the entire activity.		
			2. Meals shall be ready not later than 9:30 AM for AM Snacks, 11:30 AM for Lunch, 3:00 PM for PM Snacks.		
			3. The caterer shall provide at least 1 water station in the training venue with free-flowing hot coffee & creamer/tea/purified water.		
			4. The caterer shall provide updated Sanitary Permits issued by the City/Municipal Health Office.		
			5. Food handlers/servers and kitchen staff should have Health/Medical Certificates indicating fitness to deliver the required service.		
			6. The caterer should provide food samples for evaluation and acceptability test during the opening of bids. However, if the potential supplier fails to provide food samples, the same shall be provided during post-qualification.		
			7. The caterer/supplier shall provide the Tarpaulin Backdrop with Layout (5 x 6 ft) in the training venue.		
			8. The caterer shall provide the two-way managed buffet.		
			9. The caterer is expected to set up the tables and chairs at the training venue.		
			10. The caterer is responsible for the upkeep of the training venue.		
			11. The caterer shall provide three (3) pax buffer in the training venue.		
			12. The supplier shall be paid after the conduct of each Quarterly Management Committee Meeting (MANCOM) 2026.		
			PROCUREMENT OF MEALS AND SNACKS FOR THE 2026 QUARTERLY CONDUCT OF DIVISION MANAGEMENT COMMITTEE MEETING (MANCOM)		
				<b>TOTAL</b>	<b>316,800.00</b>

( Total Amount in Words ) \*\*\* THREE HUNDRED SIXTEEN THOUSAND EIGHT HUNDRED PESOS ONLY\*\*\*

In case of failure to make the full delivery within the line specified above, a penalty of one-tenth(1/10) of one percent for everyday of delay shall be imposed.

Conforme:

Very truly yours,



**THE GRAND LOURDS HOTEL CORPORATION**


Signature over Printed Name of Supplier



**DIOSDADO I. CAYABYAB, CESO VI**

Division Superintendent

**Funds Available :**

  
**BENEDICTA P. PANINGBATAN**  
 Accountant III *Fi 4/14/26*

ORS/BURS No. : \_\_\_\_\_

Date of the ORS/BURS: \_\_\_\_\_

Amount : \_\_\_\_\_