





Republic of the Philippines  
**NORTHWEST SAMAR STATE UNIVERSITY**

Rueda St, Calbayog City, 6710  
 Website: <http://www.nwssu.edu.ph> Email: [main@nwssu.edu.ph](mailto:main@nwssu.edu.ph)  
 Telefax: (055)2093657

PRO - QF - 04  
 Revision No.: 00



**PROCUREMENT OFFICE**  
 Email ad: [procurement@nwssu.edu.ph](mailto:procurement@nwssu.edu.ph)  
 TELEFAX: PLDT - (055) 2093122

**PURCHASE ORDER**

Supplier:	<b>ANN MARSHA CATERING SERVICES</b>	P. O. No.:	<b>2023-05-263</b>
Address:	<b>Calbayog City</b>	Date Prepared:	<b>08-May-23</b>
TIN:	<b>000-128-569-879</b>	P.R. No.:	<b>2023-05-220</b>
		Mode of Procurement:	<b>NP 53.9</b>

Gentlemen:  
 This is our **CONTRACT**, please furnish this Office the following articles subject to the terms and conditions contained/attached herein. "Suit/s arising from this Contract shall only be filed in the appropriate trial courts in the City of Calbayog, to the exclusion of all other courts."

Place of Delivery: Supply Office, NwSSU-Main Campus, Calbayog City  
 Date of Delivery: Commence upon **May 8 until May 19, 2023**  
 Delivery Term: **12 cd.**  
 Payment Term:


Stock/ Property No./Item No.	Unit	Description	Quantity	Unit Cost	Amount
1		<b>Lot: Proposed Budget for FY 2023 Accreditation Survey Visit (MAY 8-12,2023)</b>			
		<b>Food Menu:</b>			
		<b>Day 1</b>			
	pax	<b>AM Snacks: Special Buko Pie &amp; Water</b>	66	100.00	6,600.00
	pax	<b>PM Snacks: Kakanin &amp; Water</b>			
	pax	<b>Packed Lunch: Rice, Menudo, Vegetable, Dessert &amp; Water</b>	66	250.00	16,500.00
		<b>Day 2</b>			
	pax	<b>AM Snacks: Special Pineapple Pie &amp; Water</b>	66	100.00	6,600.00
	pax	<b>PM Snacks: Kakanin &amp; Water</b>			
	pax	<b>Packed Lunch: Rice, Fried Chicken, Vegetable, Dessert &amp; Water</b>	66	250.00	16,500.00
		<b>Day 3</b>			
	pax	<b>AM Snacks: Empanada &amp; Water</b>	66	100.00	6,600.00
	pax	<b>PM Snacks: Kakanin &amp; Water</b>			
	pax	<b>Packed Lunch: Rice, Beef Steak, Vegetable, Dessert &amp; Water</b>	66	250.00	16,500.00
		<b>Day 4</b>			
	pax	<b>AM Snacks: Siopao &amp; Water</b>	66	100.00	6,600.00
	pax	<b>PM Snacks: Kakanin &amp; Water</b>			
	pax	<b>Packed Lunch: Rice, Chicken Sweet &amp; Sour, Vegetable, Dessert and Water</b>	66	250.00	16,500.00
		<b>Day 5</b>			
	pax	<b>AM Snacks: Sandwich &amp; Water</b>	66	100.00	6,600.00
	pax	<b>PM Sancks: Kakanin &amp; Water</b>			
	pax	<b>Packed Lunch: Rice, Vegetable, Sweet &amp; Sour Fish, Dessert &amp; Water</b>	66	250.00	16,500.00
-page 1 of 2-			<b>Subtotal</b>		<b>115,500.00</b>

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 on undelivered item/s and/or other possible sanction/s be imposed. No delivery within the contract duration, the University has the right to cancel the P.O.


Conforme:

  
**ANN MARSHA CATERING SERVICES**  
 Signature Over Printed Name of Supplier  
 \_\_\_\_\_  
 Date **May 8, 2023**

Very truly yours,

  
**BENJAMIN L. PECAYO, Ed. D.**  
 University President

Fund Cluster: STF  
 Funds Available: \_\_\_\_\_

  
**CORNELIO C. BAUTISTA JR.**  
 Signature Over Printed Name of Chief Accountant/  
 Head of Accounting Division/Unit

ORS/BURS No.: \_\_\_\_\_  
 Date of the ORS/BURS: \_\_\_\_\_  
 Amount: \_\_\_\_\_

End-User: Consolidated (VP-Acad, Extension & SAS)



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## PURCHASE ORDER

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Date of Delivery: Commence upon <b>May 8 until May 19, 2023</b>	Payment Term:

Stock/ Property No./Item No.	Unit	Description	Quantity	Unit Cost	Amount
2	pax	<b>Lot: Gearing up to High Impact Extension Programs and Projects: A Capability-Building Training for Faculty and Staff</b> <b>BUFFET ONLY ( MAY 10 - 12, 2023):</b> <b>Day 1</b> <b>Lunch:</b> Rice, Chicken Sweet & Sour, Pork Steak, Fried Chicken, Vegetable, Fish, Dessert and Water/Softdrinks/Bottled Juice Apple Tea Flavor <b>AM &amp; PM Snacks:</b> Special Sotanghon with Bread, Hamburger and Water/Softdrinks/Bottled Juice Apple Tea Flavor	60	450.00	27,000.00
	pax	<b>Day 2</b> <b>Lunch:</b> Rice, Chicken Curry, Pork Adobo, Kaldereta, Vegetable-Karikari, Fish, Dessert, Water, Softdrinks and Bottled Juice Apple Tea Flavor <b>AM &amp; PM Snacks:</b> Pizza, Cassava, Water, Softdrinks and Bottled Juice Apple Tea Flavor	60	450.00	27,000.00
	pax	<b>Day 3</b> <b>Lunch:</b> Rice, Buttered Chicken, Pork Sisig, Vegetable, Fish, Dessert, Water, Softdrinks & Bottled Juice Apple Tea Flavor <b>AM &amp; PM Snacks:</b> Lasagna, Corndog, Water, Softdrinks, Bottled Juice Apple Tea Flavor	60	450.00	27,000.00
3	pax	<b>Lot: University Recognition Day 2023 ( MAY 19,2023)</b> <b>Snacks AM &amp; PM ( 50 pax per snacks)</b> <b>Menu:</b> Sponge Cake with Orange Toppings, Asado Siopao, Sotanghon w/ Bread & Softdrinks/Bottled Water	100	100.00	10,000.00
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<b>Subtotal</b>					<b>91,000.00</b>
<b>Page 1 Subtotal</b>					<b>115,500.00</b>
<b>Total Amount in Words</b>					<b>Two Hundred Six Thousand Five Hundred Pesos Only</b>
					<b>206,500.00</b>

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 on undelivered item/s and/or other possible sanction/s be imposed. No delivery within the contract duration, the University has the right to cancel the P.O.


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Date **May 8, 2023**

Very truly yours,

  
**BENJAMIN L. PECAYO, Ed. D.**  
University President

Fund Cluster: **STF**  
Funds Available: \_\_\_\_\_

  
**CORNELIO C. BAUTISTA JR.**  
Signature Over Printed Name of Chief Accountant/  
Head of Accounting Division/Unit

ORS/BURS No.: \_\_\_\_\_  
Date of the ORS/BURS: \_\_\_\_\_  
Amount: \_\_\_\_\_

End-User: Consolidated (VP-Acad, Extension & SAS)