



Republic of the Philippines  
Department of Finance  
**Bureau of Customs**  
1099 Manila

## NOTICE TO PROCEED

**MARIA LUISA PADILLA**

Jessa's Catering Services  
188 Int. General Luna Street,  
Malabon City

Dear Ms. Padilla:


The attached Contract having been approved, notice is hereby given to JESSA'S CATERING SERVICES that work may commence on the project "Procurement of Catering Service for Integrity, Transparency and Accountability in Public Services (ITAPS)" effective upon receipt and acceptance of this Notice.

You are responsible for performing the services in coordinate on with General Services Division under the terms and conditions of the Purchase Order.

Very truly yours,

  
**JOSEPH G. ESCASIO**  
Office-in-Charge, Administrative Office  
Internal Administration Group

Received by:  
Date:

  
Ma. Luisa Padilla



Republic of the Philippines  
Department of Finance  
**Bureau of Customs**  
1099 Manila

## NOTICE OF AWARD

**MARIA LUISA PADILLA**

Jessa's Catering Services  
188 Int. General Luna Street,  
Malabon City

Dear Ms. Padilla:

We are pleased to inform you that the contract for the project "Procurement of Catering Service for Integrity, Transparency and Accountability in Public Services (ITAPS)" per Bureau of Customs - Bids and Awards Committee Resolution No. 2016-01 is hereby awarded to your company in the amount of Sixteen Thousand Five Pesos (Php 16,500.00).

In this regard, you are hereby required to sign the Purchase Order as stated in Section 37.2 of the Implementing Rules and Regulations of Republic Act No. 9184 within five (5) calendar days upon receipt of this Notice.

Very truly yours,

**JOSEPH G. ESCASIO**  
Office-in-Charge, Administrative Office  
Internal Administration Group

Received by: Maria Luisa Padilla  
Date: \_\_\_\_\_

**PURCHASE ORDER**

Bureau of Customs

Agency

Supplier: **JESSA'S CATERING SERVICES** P.O. No.: 2016-11-00094  
 Date :  
 T.I.N. : **146-860-673-000** Mode of Procurement: **Small Value**

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

Place of Delivery: **BOC Manila-GSD** Delivery Term: **30 cd upon signing of P.O.**  
 Date of Delivery : Payment Term: **15 cd upon signing of P.O.**

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
	Lot	Meals for 55 pax Free flowing coffee/tea & water Managed buffet lunch  Date of Event: • November 23, 2016  Should include: • AM Snacks P60.00 (head w/ bottled drinks) • Lunch P180.00 (head w/ bottled drinks) • PM Snacks P60.00 (head w/ bottled drinks)  Others: • Free Candies • Buffet set up with Plates; Utensils & Cups  Service Provider should also provide: • At least 4 waiter service to manage distribution of food and attend to other needs  → Nothing Follows ←	1		16,500.00

(Total Amount in Words) **Sixteen Thousand FivePesos (inclusive of tax)** 16,500.00

(Terms and Conditions stated at the back page of this P.O.)

Very truly yours,

*[Signature]*

**JOSEPH G. ESCASIO**

Office-in-Charge, Administrative Office

Conforme:

*[Signature]*  
 Signature over Printed Name of Supplier

Date

Funds Available: *[Signature]*

**ALFREDO A. PALMA**  
 Chief Accountant

ALOBS No.: **02-01/10/101-2016-12-4045**  
 Amount: **16,500**