

PURCHASE ORDER

DepEd, Division of Baguio

Supplier ALICIA REFE CATERING SERVICES		P.O. No. 2025-07-175			
Address 93 Upper Engineers Hill, Baguio City		Date : July 21, 2025			
TIN: 171-581-983-000		Mode of Procurement: Small Value Procurement -			
Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery : DepEd, Division Office Baguio		Delivery Term : day of Activity			
Date of Delivery : July 23-25, 2025		Payment Term : after delivery			
Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		Meals and snacks for July 23-25, 2025			
1	pax	Day 1 AM SNACKS: Hot pandesal with spread- 2 pieces each participant (choice of cheese, butter), Pancit (halal- chicken or seafood) LUNCH: Main dish: Rellenong bangus, Chicken tenders; Soup: Mushroom Soup ; Vegetable: Chopsuey or vegetable salad; Dessert: mixed fruits PM SNACKS: Carrot cake , Size: 3 x 2 inches, (packed)	264	425.00	112,200.00
2	pax	DAY 2 AM SNACKS: Guinataang bilo bilo with langka and native malagkit, Nacho chips LUNCH: Main dish: Beef ampalaya stir fry, Chicken adobo with pineapple, Dessert: bananas PM SNACKS: Chicken burger with vegetables and sauce, Canned fruit juice	264	425.00	112,200.00
3	pax	DAY 3 AM SNACKS: Suman Malagkit with Coconut Caramel Sauce (2 pieces each) LUNCH: Main dish: Beef caldereta, Sinigang na bangus ; Dessert: Brownies PM SNACKS: Fresh vegetable lumpia (2 each participants) with vinegar sauce	264	425.00	112,200.00
		***Requirements: Menu is served with hot flowing coffee and tea with sugar/honey and creamer, rice and water. Lunch must be with complete condiments			
		Venue: SDO- Baguio Training Center			
		Management or Personnel			
		1. Personnel trained and capable of supervising the services provided.			
		2. Staff should have valid health certificates, should be neat and clean with uniform and hairnet.			
		3. Should be courteous and ready to attend to the needs of the participants if requested.			
		4. Staff must be fully geared with facemask.			
		Food and Snacks:			
		1. With buffer for 5 pax			
		2. Lunch is served hot, following the menu.			
		3. Should be with complete condiments.			
		4. Of good quality and quantity. Should be fresh. Meat should not be frozen for a long time.			
		5. Food should be served as follows:			
		-AM Snacks: 10:00 AM			
		-Lunch: 12:00 Noon			
		-PM Snacks: 3:00 PM			
		6. Drinking cups, condiments and related supplies must be replenished regularly to ensure availability			
		7. Food stations must be manned by designated staff at all times to maintain order, assist participants and ensure cleanliness and safety.			

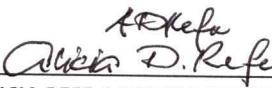
	Utensils:			
	1. Plates should be clean/dry and spoons should be sterilized. No using of plastic spoon and fork.			
	2. Must provide 3 food station at different locations to be identify during the implementation of the activity.			
	AFTERCARE:			
	The caterer shall be responsible for maintaining cleanliness and ensuring proper disposal of all waste before, during and after meal service.			
	NOTHING FOLLOWS			

Meals and Snacks for the Conduct of Revised K to 12 Curriculum Capacity Building Phase 2 on July 23-25, 2025

	TOTAL	336,600.00
Total Amount in Words: Three Hundred Thirty Six Thousand Six Hundred Pesos Only		

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 the undelivered item/s.

Conforme:



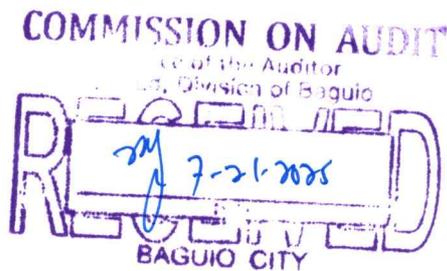
ALICIA REFE CATERING SERVICES

July 21, 2025
 Date

Very truly yours,


SORAYA T. FACULO PhD. CESO VI
 Schools Division Superintendent

Fund Cluster:	_____	ORS/BURS No: <u>2025-07-01431</u>
Funds Available :	_____	Date of the ORS/BURS: <u>07/21/25</u>
LILIBETH G. DEGSI Accountant III		Amount: <u>336,600.00</u>





Republic of the Philippines

Department of Education

CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY

NOTICE OF AWARD

July 18, 2025

ALICIA D. REFE

Alicia Refe Catering Services

Dear Ms. Refe:

We are pleased to notify you that your price quotation and proposal for the **Procurement of Meals and Snacks for the Conduct of Revised K to 12 Curriculum Capacity Building Phase 2 on July 23-25, 2025** in the amount of PHILIPPINE PESOS **Three Hundred Thirty Six Thousand Six Hundred Pesos Only (₱336,600.00)** inclusive of appropriate taxes, and fees, has been accepted.

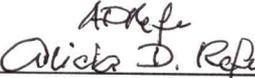
Should you agree with the award of the contract, please acknowledge receipt and acceptance of this notice by signing at the portion provided below. Keep a copy and return the original copy to this office at the soonest.

Thank you.

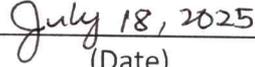
Very truly yours,


SORAYA T. FACULO, PhD, CESO VI
Schools Division Superintendent

CONFORME:



(Signature Over Printed Name)



(Date)

07/18/2025
pjn



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY

NOTICE TO PROCEED

July 22, 2025

ALICIA D. REFE

Alicia Refe Catering Services

Dear Ms. Refe:

This refers to our award of contract to your company for the **Procurement of Meals and Snacks for the Conduct of Revised K to 12 Curriculum Capacity Building Phase 2 on July 23-25, 2025** in the amount of PHILIPPINE PESOS **Three Hundred Thirty Six Thousand Six Hundred Pesos Only (₱336,600.00)** inclusive of appropriate taxes and fees.

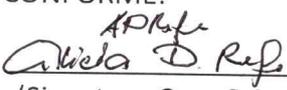
In relation thereto, notice is hereby given to your company that the implementation of the said project shall commence immediately. You are expected to perform the terms and conditions stipulated in the attached contract.

Please acknowledge receipt and acceptance of this notice by signing at the portion provided below of both copies. Keep one copy and return the other to this office at the soonest. Thank you.

Very truly yours,


SORAYA T. FACULO, PhD, CESO VI
Schools Division Superintendent

CONFORME:



(Signature Over Printed Name)

(Date)

07/22/2025
pjn



**Republic of the Philippines
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY
RESOLUTION NO. 196, S. 2025**

RECOMMENDING THE AWARD OF CONTRACT THROUGH ALTERNATIVE METHOD OF PROCUREMENT – SMALL VALUE PROCUREMENT TO ALICIA REFE CATERING SERVICES

WHEREAS the Department of Education prepared the Purchase Request (PR) for the **Procurement of Meals and Snacks for the Conduct of Revised K to 12 Curriculum Capacity Building Phase 2** with an Approved Budget for the Contract (ABC) of **Four Hundred Seventy Five Thousand Two Hundred Pesos Only (₱475,200.00)** (Annex A);

WHEREAS on July 9, 2025, the DepEd – Bids and Awards Committee (BAC) posted/published the Request for Quotation (RFQ) for the said procurement project. The following suppliers/contractors signified their intent to participate by submitting their respective quotations/proposals, *to wit*:

Supplier/Distributors	Quotation (Php)
ALICIA REFE CATERING SERVICES	₱ 336,600.00
ANAYA'S CATERING SERVICES	₱ 368,808.00
H100 ECOLOGE	₱ 455,400.00

WHEREAS the Technical Working Group (TWG) and End-User conducted post qualification, evaluation and detailed examination of the item description provided in the Purchase Request of the lowest calculated bidder **ALICIA REFE CATERING SERVICES** and submitted on July 17, 2025 at Baguio City;

WHEREAS upon careful examination, validation and verification of the item description that they have submitted, **ALICIA REFE CATERING SERVICES** has been found to be in order in all respect complying as to the item description and is found to be the Lowest Calculated and Responsive Bidder;

WHEREAS Section 12 of R.A. No. 9184 mandates that the BAC shall recommend the award of the contract to the Head of the Procuring Entity or his/her duly authorized representative.

NOW THEREFORE, for and in consideration of the foregoing, **We**, the Members of the Bids and Awards Committee, hereby **RECOMMEND** to the Schools Division Superintendent the **AWARD OF CONTRACT** via Alternative Method of Procurement – Small Value to **ALICIA REFE CATERING SERVICES** for the **Procurement of Meals and Snacks for the Conduct of Revised K to 12 Curriculum Capacity Building Phase 2** in the amount of **Three Hundred Thirty Six Thousand Six Hundred Pesos Only (₱336,600.00)** inclusive of appropriate taxes and fees.

RESOLVED, this 17th day of July, 2025, at the Baguio Division Office Conference Hall, Baguio City.


CARMEL F. MERIS
BAC Chairperson


NIÑO TIBANGAY
BAC Vice-Chairperson


HARRIS G. DIZON JR.
BAC Member


NIEVES D. EBANIO
BAC Member


ATTY. ANNETTE L. DOYAOEN
BAC Member


MARY JANE M. MALIHOD
BAC Member


MARILYN S. API-IT
BAC Member

APPROVED:


SORAYA T. FACULO, PhD, CESO VI
Schools Division Superintendent
Approved on 7-18
(date of approval)