



Republic of the Philippines
Department of Health
Baguio General Hospital and Medical Center
Baguio City

Procurement Management Office
PURCHASE ORDER

Form No. : HS- PS - 006
Revision No. : 1
Effectivity Date : September 1, 2016

Supplier : **TOPFOOD CATERING & MARKETING**

Purchase Order No.: **2020-04-1018**

Purchase Order Date: **April 13, 2020**

Address: **SCOUT BARRIO, BAGUIO CITY**

Mode of Procurement: **Negotiated Procurement (Emergency Case)**

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

Place of Delivery : **BGHMC Stock Room**

Delivery Term: **FOB Destination**

Date of Delivery: **April 13-30, 2020**

Payment Term: **Charge**

Stock Number	Unit	Quantity	Description	Unit Cost	Amount
	lot	1	CATERING SERVICES 20 pax per day Period covered: April 13 to April 30, 2020 - Breakfast - A.M Snack - Lunch - PM Snack - Dinner ***Subject to increase upon prior notice to cover possible influx*** ***18 days x 20 pax x Php <u>390.00/day</u> ***	P 140,400.00	P 140,400.00

Baguio General Hospital & Medical Center
BUDGET OFFICE
RECEIVED
APR 23 2020

ACCOUNTING SECTION
RECEIVED
23 APR 2020
BY: *[Signature]*
DOH-BGHMC

BGH & MEDICAL CENTER
MATERIALS MANAGEMENT OFFICE
RECEIVED
DATE 28 APR 2020

PROCUREMENT MANAGEMENT OFFICE
RECEIVED
By: *[Signature]*
Date: 4/24/20

FOR FOOD PROVISION TO PATIENTS, WATCHERS AND STAFFS MANNING THE OFFSITE QUARANTINE LOCATED AT LINDI HOTEL, LEAGARDA ROAD, BAGUIO CITY

Total Amount in Words :	One hundred forty thousand four hundred pesos only	P 140,400.00
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Non-delivery of the above mentioned item/s, partial or complete delivery, within the prescribed delivery term shall have the effect of cancellation of this Purchase Order and subsequent orders. In case you will be allowed to deliver beyond the term, partial or complete delivery, a penalty of one-tenth(1/10) of one percent (1%) for everyday of delay shall be imposed.

Conforme:

Very truly yours,

[Signature]
Signature Over Printed Name
Date: **4/24/20**

[Signature]
RICARDO B. RUNEZ JR., MD, FPSC, MHA, CSEE
Medical Center Chief II

Fund Cluster: **07**
Funds Available: **P 140,400.00**
CECILIA J. BUGONG, CPA
Accountant IV
Head Accounting Section

OM-COVID-02-308603-2020-04-02
ORS / BURS NO.: **April 23, 2020**
DATE ORS / BURS: **April 08, 2020**
Amount: **P 140,400.00**
PR NO. : **2020-04-1088 April 08, 2020**