



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.: **2020-03-0905**

Purchase Order Date: **March 23, 2020**

Address: **SCOUT BARRIO, BAGUIO CITY**

Mode of Procurement: **Emergency Case  
 (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: **20 Calendar Days** 4-13

4-22

Payment Term: **Charge**

Stock Number	Unit	Quantity	Description	Unit Cost	Amount
	lot	1	CATERING SERVICES 20 pax per day Period covered: March 24 to April 12, 2020 - Breakfast - a.m. snack - Lunch - pm snack - Dinner ***Subject to increase upon prior notice to cover possible influx***	P 156,000.00	P 156,000.00
		1533			

ACCOUNTING SECTION  
**RECEIVED**  
 24 MAR 2020  
 BY: 1538  
 DOH-BGHMC

Baguio General Hospital & Medical Center  
**BUDGET OFFICE**  
**RECEIVED**  
 MAR 24 2020  
 v: Ctrl. No.

BAGUIO GENERAL HOSPITAL & MEDICAL CENTER  
 MATERIALS MANAGEMENT OFFICE  
**RECEIVED**  
 DATE 25 MAR 2020

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

Total Amount in Words : <b>One hundred fifty-six thousand pesos only</b>	<b>P 156,000.00</b>
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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 Over Printed Name  
 Date 07 3/24

**RICARDO B. RUIZ JR., MD, FPSC, MHA, CSEE**  
 Medical Center Chief II

Fund Cluster:  
 Funds Available: **P 156,000.00**

OM-COVID-02-308603-2020-03-01  
 ORS / BURS NO.: **March 24, 2020**

**CECILIA J. PUGONG, CPA**  
 Accountant IV  
 Head Accounting Section

DATE ORS / BURS:  
 Amount: **P 156,000.00**  
 PR NO. : 2020-03-0928 March 23, 2020