



**DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS**



JOB ORDER
DEPARTMENT OF FOREIGN AFFAIRS
MANILA

Supplier: KITCHEN CITY EXPRESS (ARTEMISPLUS EXPRESS, INC.)		J.O. No. 12-039-24
Address: Lot 86 Bagsakan Rd., cor Avocado St., FTI Complex, Taguig City		Date 22 NOV 2024
Contact nos: T: 8888-2000 E: claire.balabadena@kitchencity-inc.com		Mode of Procurement Small Value 53.9

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

Place of Delivery: <u>n/a</u>	Delivery Term: <u>n/a</u>
Date of Delivery: <u>n/a</u>	Payment Term: <u>Send bill arrangement</u>

Item No.	Unit	Quantity	Description	Unit Cost	Amount
			IAS		
1	Lot	1	Catering services for the Huddle Meeting on 25 November 2024		P 75,000.00
			Breakfast Buffet		
			Dessert		
			Beverages		
			Buffet set-up		
			1 Way Hot Dishes, 1 Way Dessert, 1 Way Bar Station		
			with Buffet Centerpiece, Buffet Lamp and Menu Label		
			Strictly Managed Buffet		
			Dining Arrangement		
			3 round table with cloth		
			30 chairs (monoblock with cover)		
			Individual centerpiece		
			Cloth Napkin (white color)		
			Plates, Glasses and Cutleries		
			xxxxxxxxxxxxxxxx Nothing Follows xxxxxxxxxxxxxxxxxxxx		

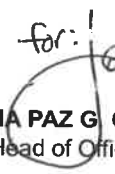
(total Amount in Words) Seventy-Five Thousand Pesos **P 75,000.00**

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.

Conforme:

(Signature over printed name)

(Date)

Very truly yours, *for:!*

MARIA PAZ G. CORTES
Acting Head of Office, OAMSS

Requisitioning Office/Dept:
for: ANENA JM BANAAGAN
HJAYCEELYN M. QUINTANA
Assistant Secretary, IAS

Funds Available:

MINDARADAT R. MAMAD
Department Chief Accountant

Amount: ₱75,000.00
2024-12-009674
ALOBS No.: 20 Dec 2024

Created on 12/20/2024