



LETTER ORDER

Bicol University – College of Medicine

Supplier:	<b>CASA CAZUELA RESTOBAR</b>		LO NO.	LO-CM-2025-128	
Address:	Polangui, Albay		Date No.	December 16, 2025	
TIN:	200-889-093-00003		Mode of Payment	By Check	
<b>Provision of Catering Services for use during the BUCM Year-End Assessment 2025 "Learning Together, Moving Forward Together" on December 19, 2025</b>					
Implementing Office:	BU COLLEGE OF MEDICINE		End-User:	DR. JERELYN ADVIENTO	
Place of Delivery:	BU COLLEGE OF MEDICINE		Delivery Term:	on stated date	
Date of Delivery:			Payment Term	as billed	
Stock No.	Unit	Description	Quantity	Unit Cost	Amount
1	lot	<p><b>MENU / 65 pax</b>  <b>AM Snack / 9:00AM</b>          Beef and Mushroom Spaghetti, Garlic Bread, Juice in Can</p> <p><b>Lunch / 11:30 AM</b>          Steamed Rice, Pork Hamonado with Pineapple Slices, Chicken Galantina, Sweet and Sour Fish Fillet, Assorted Fresh Fruits, Fresh Lemonade Juice</p> <p><b>PM Snack / 3:00 PM</b>          Sotanghon, Clubhouse Sandwich with fries, Juice in Can</p> <p>Additional:          With pica-pica in each table such as: mixed nuts, candies or chocolate chips</p> <p>Note:          1. Assisted buffet with presentable food servers;          2. Free flowing coffee and water in water dispenser;          3. Provisions of tables and chairs with cover          4. With backdrop</p>	1	55,000.00	55,000.00
<b>***FIFTY-FIVE THOUSAND AND 00/100 PESOS ONLY ***</b>					<b>55,000.00</b>

Service Delivery Conditions:

1. Service provider shall provide sufficient manpower and materials needed (PLASTIC FREE: strictly no use of Styrofoam, plastic spoon and fork) for the delivery of the services;.
2. Each viand (meat, fish, vegetable, chicken) should be at least 100-150 grams/serving  
 Rice – 1 cup regular size/serving  
 Snacks/sandwiches, cakes & pasta should be at least 200 grams/serving
3. The service provider should observe utmost cleanliness in providing service and ensure that there is no food waste left especially plastic packaging or containers;
4. Details related to implementation shall be communicated with **Dr. JERELYN B. ADVIENTO**, End-user

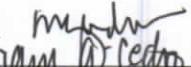
Bicol University has approved the rate by the service provider for the supply of the goods in the sum of **FIFTY-FIVE THOUSAND AND 00/100 PESOS ONLY** (P<sup>h</sup>55,000.00) to be known as the contract price.

It is understood that the contract shall be complied by you on the date specified above: Terms & conditions relative to the implementation of this contract shall be in accordance with the provision of Revised IRR of R.A. 9184, otherwise known as the Government Procurement Reform Act.

Please signify your acceptance of this contract and your conformity with the terms and conditions by signing the acceptance and conformity portion of this order.

Very truly yours,

  
**OFELIA SAMAR-SY, MD**  
 Dean, BUCM

Conforme:   
 (Signature over Printed Name)  
 12/16/25  
 (Date)

Funds Available:		Supply Office Receipt By:
AURORA L. LLAGUNO Designated Budget	ALOBS No. 02-206441-2025-12-154 Amount: 55,000	Date: Time:



## NOTICE OF AWARD

December 16, 2025

**The Manager**  
**CASA CAZUELA RESTOBAR**  
Polangui, Albay

Sir/Madam:

We are happy to notify you that your proposal under the contract "**Provision of Catering Services for use during the BUCM Year-End Assessment 2025 "Learning Together, Moving Forward Together" on December 19, 2025**" at the Contract Price: **Fifty-Five Thousand and 00/100 Pesos Only (Php55,000.00)** undertaken through Negotiated Procurement-Small Value Procurement under Section 53.9 of the 2016 Revised IRR of RA 9184, is hereby awarded you.

A Purchase Order shall be issued at the soonest possible time.

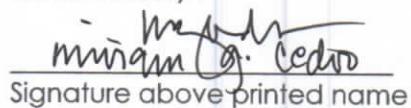
We appreciate your interest in this opportunity and we look forward to your satisfactory performance of your obligations under the project.

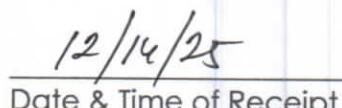
Thank you.

Sincerely yours,

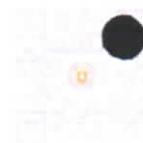
  
**DR. OFELIA SAMAR-SY**  
Dean, BUCM

Received by:

  
Signature above printed name

  
Date & Time of Receipt

Transaction No. **BUC1-2025-217 A**



## NOTICE TO PROCEED

December 16, 2025

**The Manager**  
**CASA CAZUELA RESTOBAR**  
Polangui, Albay

Sir/Madam:

The attached Contract having been approved, notice is hereby given to **CASA CAZUELA RESTOBAR** that performance on the "**Provision of Catering Services for use during the BUCM Year-End Assessment 2025 "Learning Together, Moving Forward Together" on December 19, 2025**", in the amount of **Fifty-Five Thousand and 00/100 Pesos Only (Php55,000.00)** shall commence effective on the date of receipt of this Notice.

Upon receipt of this notice, you are responsible for performing the services under the terms and conditions provided in the Contract and in accordance with the Schedule Requirements.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other to Bicol University Cluster 1 BAC Office.

Sincerely yours,

**DR. OFELIA SAMAR-SY**  
Dean, BUCM

Received by:

Signature above printed name

12/16/25

Date & Time of Receipt

Transaction No. BUC1-2025-217 A