

LETTER ORDER
BICOL UNIVERSITY

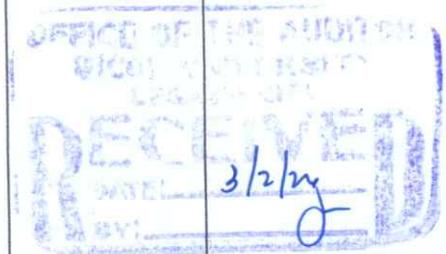
Supplier: ELJOE'S CATERING SERVICES	L.O. No.: GDS-2026-007
Address: 373, Country Homes, Bagong Sirang, Estanza, Legazpi	Date: February 19, 2026
TIN: 432-451-946-00000	Mode of Procurement: Negotiated Proc. Under Small Value Procurement (Section 34)

Gentlemen:

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

Place of Delivery: Office of the President	Delivery Term: February -December 2026
Date of Delivery: February -December 2026	Payment Term: as billed

Item No.	Unit	Description	Quantity	U/Price	TOTAL
1	lot	Provision of Catering Services for the Monthly Meetings of the President (February-December 2026) Snacks-15pax per meeting-February to December Snacks (15 pax per meetings) FEBRUARY & MARCH 2026 February 20 / March 2 • Baked Lasagna • Garlic Bread • Coffee • 350ml bottled water March 5 • Bihon Guisado • Garlic Bread • Coffee • 350ml bottled water February 26 / March 10 • Carbonara with cheese and ham • Garlic Bread • Coffee • 350ml bottled water February 23 / March 19 • Chicken Sandwich with Potato Wedges • 350ml bottled water February 27 / March 26 • Baked Penne • Toasted Bread • Coffee • 350ml bottled water APRIL, MAY, JUNE 2026 April 6 / June 5 • Potato Salad with Crackers • Coffee • 350ml bottled water April 10 / June 11 • Pinakrong Batag • Coffee • 350ml bottled water April 14 / June 19 • Italian Spaghetti with Garlic Bread (2pos) • 350ml bottled water April 17 / June 26 • Chicken Sandwich • Coffee • 350ml bottled water April 20 / April 30 • Tuna Sandwich 3 Layers • Mojos • 350ml bottled water	735	220.00/pax/meal	161,700.00



May 4

- Sotanghon Guisado
- Slice Bread
- 350ml bottled water

May 15

- Macaroni Salad
- Crackers (3pcs)
- 350ml bottled water

May 22

- Hotdog Sandwich
- Potato Wedges
- 350ml bottled water

May 29

- Seafood Marinara
- Garlic Bread
- 350ml bottled water

JULY, AUGUST, SEPTEMBER 2026**July 3 / Sept 4**

- Cheese Pimiento Sandwich (3 layers)
- Coffee
- 350ml bottled water

July 10 / Sept 11

- Palabok with Puto Lanson
- Coffee
- 350ml bottled water

July 17 / Sept 18

- Clubhouse Sandwich
- Potato Fries
- Coffee
- 350ml bottled water

July 24 / Sept 25

- Pancit Bato
- Linupak
- 350ml bottled water

July 20 / July 27

- Sotanghon
- Cheese Puto
- 350ml bottled water

August 7

- Goto with Egg
- 350ml bottled water

August 14

- Hotdog Sandwich with Cheese
- 350ml bottled water

August 20

- Cheesy Puto (3pcs)
- Dinuguan
- 350ml bottled water

August 27

- Cheesy Macaroni Salad with Crackers (3pcs)
- 350ml bottled water

OCTOBER, NOVEMBER, DECEMBER 2026**October 2 / December 4**

- Tuna Sandwich (3 layers)
- Coffee
- 350ml bottled water

October 9 / December 11

- Sotanghon
- Ibos
- Coffee
- 350ml bottled water

October 16/ December 18

- Chicken Empanada (2pcs)
- Coffee
- 350ml bottled water

	<p>October 23 / November 3</p> <ul style="list-style-type: none"> • Pancit Bato • Puto Lanson • Kutsinta • Coffee • 350ml bottled water <p>November 6</p> <ul style="list-style-type: none"> • Hamburger • Camote Fries • Coffee • 350ml bottled water <p>November 9</p> <ul style="list-style-type: none"> • Spaghetti • Garlic Bread • Coffee • 350ml bottled water <p>November 13</p> <ul style="list-style-type: none"> • Cheesy Puto (3pcs) • Dinuguan • 350ml bottled water <p>November 20</p> <ul style="list-style-type: none"> • Sinapot • Pancit Bato • Coffee • 350ml bottled water 			
	<p>Lunch - 15 pax per meeting February to December 2026</p> <p style="text-align: center;"><u>LUNCH (15 pax per meetings)</u></p> <p>February 24 / July 3</p> <ul style="list-style-type: none"> • Rice • Caldereta • Grilled Tuna • Fruit in Season <p>February 26 / July 17</p> <ul style="list-style-type: none"> • Rice • Fish Fillet with Tartar Sauce • Mixed Vegetable • Fruit in Season <p>March 13 / August 14</p> <ul style="list-style-type: none"> • Rice • Bicol Express • Fried Tuna • Fruit in Season <p>March 27 / August 28</p> <ul style="list-style-type: none"> • Rice • Sweet & Sour Fish • Pork Chop • Gulay na Laing • Fruit in Season <p>April 10 / Sept 4</p> <ul style="list-style-type: none"> • Rice • Grilled Pork • Chopsuey • Kusido Tuna • Fruit in Season <p>May 8 / October 9</p> <ul style="list-style-type: none"> • Rice • Pork Hamonado • Fish Lumpia • Stir Fry Ampalaya • Fruit in Season 	270	500/pax/meal	135,000.00

	<p>May 22 / October 23</p> <ul style="list-style-type: none"> • Rice • Pinakbet • Fried Fish • Sinigang na Baboy • Fruit in Season <p>November 27 / December 3</p> <ul style="list-style-type: none"> • Rice • Grilled Spareribs • Fried Chicken • Fruit in Season <p>June 5 / December 9</p> <ul style="list-style-type: none"> • Rice • Fish Tausi • Pork Adobo sa Asin • Ensaladang Talong • Fruit in Season <p>NOTE:</p> <ul style="list-style-type: none"> • Assisted Buffet/Blue Plate / Packed, Service Crew in Uniform • No Serving of Food in Styrofoam, at least 200g per serving, number of pax and dates of meeting subject to change upon request (Actual Serving), to be delivered at the Office of the President • Payment: Every Quarter upon complete Delivery • Coordinate with the end-user for the Delivery Dates and other concerns 			
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TWO HUNDRED NINETY-SIX THOUSAND SEVEN HUNDRED AND 00/100 PESOS ONLY

PHP 296,700.00

***** PROVISION OF CATERING SERVICES FOR THE MONTHLY MEETINGS OF THE PRESIDENT (FEBRUARY-DECEMBER 2026)*****

Service Delivery Conditions:

1. Service provider shall provide sufficient manpower and materials needed for the delivery of goods and services;
2. Details related to implementation shall be communicated with **Dr. Reina O. Habalo, EU**.

Bicol University has approved the rate by the service provider for the supply of the goods and services in the sum of **TWO HUNDRED NINETY-SIX THOUSAND SEVEN HUNDRED AND 00/100 PESOS ONLY (Php 296,700.00)** 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 implemetation of this contract shall be in accordance with the provisions of the IRR of R.A. 12009, otherwise known as the Government Procurement Reform Act.

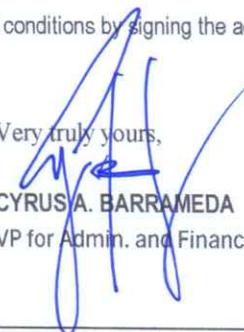
Please signify your acceptance of this contract and your conformity with the terms and conditions by signing the acceptance and conformity portion of this order.

Conforme:



 Signature over printed name
 Feb. 19, 2026

 Date

Very truly yours,

CYRUS A. BARRAMEDA
 VP for Admin. and Finance

Fund Cluster : F 01
 Funds Available : ₱ 296,700.00

MARIA LADY M. LLOVIT
 Designated Budget Officer

ORS/BURS No. : 02-101101-2026-02 - 254
 Date of the ORS/BURS: 02/24/2026
 Amount : ₱ 296,700.00