

**CLASS B**

**NOTICE OF AWARD**

31 July 2024

**MS. REYNA ANN C. INIGO**  
Authorized Representative  
**LETTERED L FOOD SERVICES, INC.**  
27 Hon. Benito Soliven Avenue II  
Loyola Grand Villas  
Quezon City


Dear Ms. Inigo:

We are pleased to inform you that your quotation for the Catering Services for LANDBANK Management Training Program, for the contract price of FIVE HUNDRED SEVENTY EIGHT THOUSAND EIGHT HUNDRED PESOS ONLY (P578,800.00), inclusive of all applicable taxes, is hereby accepted.

The contract shall begin upon receipt of our Notice to Proceed and Advice (schedule of event) from LANDBANK Organization Development Department and shall end nine (9) months after or upon full utilization of the contract price, whichever comes first. Our Purchase Order is available for pick-up at the 24<sup>th</sup> Floor, Procurement Department.

Please be reminded that failure to return the signed copy of this Notice of Award to our Procurement Department (in electronic copy or hard copy) within seven (7) calendar days from receipt thereof shall constitute sufficient ground for cancellation of the contract award and imposition of appropriate sanctions.

Very truly yours,

  
**ALEX A. LORAYES**  
Executive Vice President  
Corporate Services Sector

Conforme:

Signature :   
Name of Representative of the Supplier : Reyna Ann C. Inigo  
Date : AUG 02 2024

bcc: The Head, ODD

**CLASS D**

**NOTICE TO PROCEED**

31 July 2024

**MS. REYNA ANN C. INIGO**  
Authorized Representative  
**LETTERED L FOOD SERVICES, INC.**  
27 Hon. Benito Soliven Avenue II  
Loyola Grand Villas  
Quezon City


Dear Ms. Inigo:

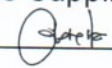
The attached Purchase Order No. 20240731-0467 dated 31 July 2024 in the amount of P578,800.00 having been approved, notice to proceed is hereby given to **LETTERED L FOOD SERVICES, INC.** on the Catering Services for LANDBANK Management Training Program. The contract shall begin upon receipt of this notice and Advice (schedule of event) from LANDBANK Organization Development Department and shall end nine (9) months after or upon full utilization of the contract price, whichever comes first.

Upon receipt of this notice, you are responsible for the complete delivery of the item under the terms and conditions of the Purchase Order.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one (1) copy and return the other to the Land Bank of the Philippines – Procurement Department.

Very truly yours,

  
**ALEX A. LORAYES**  
Executive Vice President  
Corporate Services Sector  
d n n

I acknowledge receipt of this Notice on AUG 02 2024  
Name of Representative of the Supplier Reyna Ann C. Inigo  
Authorized Signature 

bcc: The Head, ODD





LAND BANK OF THE PHILIPPINES

# PURCHASE ORDER

## CLASS D

PREF NO.: 286218	DATED: 06/18/2024	PO NO.: 20240731-0467	DATED: 31 July 2024
RFQ-GS-20240620-04	DATED: 07/02/2024	REQUISITIONING DEPT./OFFICE: ODD	
GI-BAC Res. No. 2024-439		07/18/2024	

**TO: LETTERED L FOOD SERVICES, INC.**  
 27 Hon. Benito Soliven Avenue II, Loyola Grand Villas, Quezon City  
 Tel. No. 8522-0000 local 2398 c/o Ms. Reyna Ann C. Iñigo  
 Email address: reynainigo@gmail.com

### DELIVERY PERIOD

Items specified below shall be delivered within \*  
 calendar days after receipt of PO or as indicated in the TOR.

ITEM NO:	QTY.	UNIT	ITEM AND SPECIFICATION	UNIT PRICE	TOTAL
			<b>Catering Services for LANDBANK Management Training Program</b>		
	1,510	pax	AM Snacks	P 150.00	P 226,500.00
	260	pax	Lunch	330.00	85,800.00
	1,510	pax	PM Snacks	150.00	226,500.00
	100	pax	Dinner	400.00	40,000.00
					<b>P 578,800.00</b>
					Inclusive of All Applicable Taxes
			<b>Contact Person:</b>		
			MS. ROMA JAY AVELENE V. CRUZ Human Resource Specialist I ORGANIZATION DEVELOPMENT DEPARTMENT (ODD) LANDBANK Plaza Building 1598 M.H. Del Pilar corner Dr. J. Quintos Streets Malate, Manila Telephone Number: (02) 8522-0000 local 2485 Email Address: rjvcruz@landbank.com		
			<b>NOTES:</b>		
			1. See Terms and Conditions at the back hereof. Pursuant to GPPB Res. No. 02-2020, the last sentence of the 2nd paragraph of item 1 of the Terms and Conditions shall read as follows: "In case the total sum of liquidated damages reaches ten percent (10%) of the total contract price, LANDBANK may rescind the contract and impose appropriate sanctions over and above the liquidated damages to be paid." 2. Scope of work and other requirements per attached Terms of Reference (Annexes A1 to A6). *3. Contract Duration: The contract shall begin upon receipt of Notice to Proceed and <u>Advice (schedule of event) from LANDBANK ODD</u> and shall end nine (9) months after or upon full utilization of the contract price, whichever comes first. 4. Original Copy of Billing/Invoice must be submitted to LANDBANK ODD within fifteen (15) calendar days after the event. 5. To facilitate payment through direct credit to a deposit account, supplier is required to maintain a deposit account with LANDBANK Cash Department or any LANDBANK On-Line Branch. Accordingly, please furnish LANDBANK ODD your Account Number. 6. Supplier must coordinate billings and other concerns with the above Contact Person.		

For: The Approving Authorities

The subject requisition is submitted herewith for the consideration/approval with the information that the unit price(s) of the above supplier is/are based on repeat orders / actual canvass / sealed bids / public bidding, the outcome of which is reflected on the attached copy of the previous Purchase Order/Canvass Sheet/Abstract of Quotations/Bids.

*Leonor F. Santos*  
**LEONOR F. SANTOS**  
 Team Leader, Purchasing Team 3

We hereby bind ourselves with the terms and conditions printed on the reverse side hereof which we have read and understood clearly.

*Reyna Ann C. Iñigo*  
**AUG 02 2024**  
 SIGNATURE OVER PRINTED NAME OF SUPPLIER/CONTRACTOR & DATE

APPROVED:

*Rosemarie S. Mirando*  
**ROSEMARIE S. MIRANDO**  
 Officer-In-Charge  
 Procurement Department

*Alex A. Lorayes*  
**ALEX A. LORAYES**  
 Executive Vice President  
 Corporate Services Sector