PURCHASE ORDER

AGRICULTURAL TRAINING INSTITUTE-REGION VII

Entity Name

Supplier : MELANIAS GARDEN Address : Tanjay City, Negros Oriental TIN : 933-711-739	P.O. No. : _____ Date : 11/7/2024 Mode of Procurement : NP - 53.10 - Lease of Real Property and Venue

Gentlemen:

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

Place of Delivery :	Melanias Garden	Delivery Term : FOB
Date of Delivery :	November 13-15, 2024	Payment Term : 30WD

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	pax	Food (3 meals and 2 snacks) for 3 days	35	890.00	93,450.00
	pax	Accommodation (2 nights)	35	760.00	53,200.00
	days	Venue Rental	3	1,500.00	4,500.00
					-
					-
					151,150.00

(Total Amount in Words): ONE HUNDRED FIFTY-ONE THOUSAND ONE HUNDRED FIFTY PESOS ONLY

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 on the undelivered item/s.

Conforme:

MARIFLA A. TIBGON

MELANIAS GARDEN

Signature over Printed Name of Supplier

_____

Date

Very truly yours,

GRACIA F. ARADO, Ph.D.

Signature over Printed Name of Authorized Official

Center Director

Designation

Fund Cluster : _____ **Funds Available :** _____ **CARMELITA B. CASTILLO, CPA** Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit	ORS/BURS No. : _____ Date of the ORS/BURS: _____ Amount : **151,150.00**