

**PURCHASE ORDER**

**AGRICULTURAL TRAINING INSTITUTE-REGION VII**

Entity Name

Supplier : E.I. Suites	P.O. No. : _____
Address : Poblacion, Siquijor, Siquijor	Date : 10/25/2024
TIN : 914-722-437-002	Mode of Procurement : NP-Small Value

Gentlemen:


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

Place of Delivery : El Suites		Delivery Term : FOB Destination			
Date of Delivery : October 28-29, 2024		Payment Term : 30 WD			
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
		<b>First Day</b>			-
	pax	Food (AM snacks, Lunch and PM snacks)	40	450.00	18,000.00
		<b>Second Day</b>			-
	pax	Food (Breakfast, AM snacks, Lunch and PM snacks)	40	625.00	25,000.00
	room	Accommodation (good for 3 pax) for 2 nights	1	2,500.00	5,000.00
	days	Venue Rental	2	10,000.00	20,000.00
					-
					<b>68,000.00</b>
					-

**(Total Amount in Words): ONE HUNDRED EIGHTY-NINE THOUSAND 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:

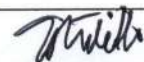
  
**E.I. SUITES**  
 Signature over Printed Name of Supplier  
 \_\_\_\_\_  
 Date

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**  
 Accountant I

ORS/BURS No. : \_\_\_\_\_

Date of the ORS/BURS: \_\_\_\_\_

Amount : **68,000.00**