



### PURCHASE ORDER

SUPPLIER: **MEYER'S FOODS AND SERVICES, INC.**  
ADDRESS: 99 Dapitan St. Cor Biak na Bato St. Brgy. Sto  
Domingo, Quezon City  
TIN: 240-012-736-000

P.O. No.: 2022-08-138  
DATE: Aug. 5, 2022  
MODE OF PROCUREMENT: NP-SMALL VALUE  
PROCUREMENT **B**

Gentlemen:

Please furnish this Office the following article(s) subject to the terms and conditions contained herein.

| Place of Delivery:   |         | ATI, Diliman, Quezon City   |     | Delivery Terms: 3 WORKING DAYS |                    |
|--|---------|---|-----|--------------------------------|--------------------|
| Date of Delivery:  |         |   |     | Payment Term: LDDAP            |                    |
| STOCK NO.  | UNIT    | DESCRIPTION   | QTY | UNIT COST                      | TOTAL COST         |
|  | serving | <b>August 9-11, 2022 (3 days)</b><br><b>Food</b><br>AM and PM Snacks<br>Light serving choices of cakes, local delicacies, sandwiches, pasta, fresh fruit and bottled/canned softdrinks/juice or water<br>Lunch and Dinner<br>Rice, 3 viands (chicken, pork, fish or beef), vegetables, soup, fresh fruit juice, different kind of desserts and water or juice<br><br>• Overflowing coffee and water<br>• Candies<br>*Prospective supplier must have a satisfactory rating feedback from previous contract with ATI or must not have been complained of any unsatisfactory service/s.<br>All food and beverage items shall be purchased by the requesting party. The catering needs of the requesting party, if any shall be outsourced outside. The consumption of water and light in the use of the catering function shall be borne by the caterer, (a) 1 to 30 pax - P100/day (b) 30 to 50 pax - P200/day (c) 50 pax or more - P300/day. The caterer shall pay on the first day of the event & shall be issued official receipt. It is the duty of the requesting party to inform the caterer of the separate payment of utilities to be incurred.<br><br>Purpose:<br>To be served during the conduct of 2022 Partnerships and Accreditation Division (PAD) Midyear Performance Review and Workshop on August 9-11, 2022 to be held at RDEC Training Room, ATI Building, Elliptical Road, Diliman, Quezon City | 30  | ₱ 825.00                       | 74,250.00          |
| <b>TOTAL AMOUNT IN WORDS:</b><br><b>SEVENTY FOUR THOUSAND TWO HUNDRED FIFTY PESOS ONLY</b> |         |   |     |                                | <b>₱ 74,250.00</b> |

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent (1%) for everyday of delay shall be imposed.

CONFORME:

*BENIE CELLADO*  
Signature Over Printed Name of Supplier

08-09-22  
Date

Very truly yours,

*Rosana P. Mula*  
**ROSANA P. MULA, PhD**  
DIRECTOR IV

FUNDS AVAILABLE:

**JOAN E. SINGSON**  
HEAD ACCOUNTING UNIT

OR/BUR No.: 2022-08-945  
08-05-22

Amount: ₱ 74,250

