



PURCHASE ORDER

SUPPLIER: **PUNO FOOD SERVICES**
 ADDRESS: 235 Sulukan San Gabriel, Santa Maria, Bulacan

P.O. No.: 2022-10-199
 DATE: Oct. 17, 2022

TIN: _____ MODE OF PROCUREMENT: NP: SMALL VALUE PROCUREMENT **78**

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: 4 WORKING DAYS			
Date of Delivery:		Payment Term: LDDAP			
STOCK NO.	UNIT	DESCRIPTION	QTY	UNIT COST	TOTAL COST
	-serving	Foods October 19, 2022 Dinner (packed) 3 viands; choices of vegetable, fish, meat- chicken/pork/beef, egg with soup, plain rice, fresh fruits, fruit juice/water	40	290.00 ₱	11,600.00
	-serving	October 20-21, 2022 Breakfast/AM Snacks/Lunch/PM Snacks/Dinner (buffet) 3 viands; choices of vegetable, fish, meat- chicken/pork/beef, egg with soup, plain rice, fresh fruits, fruit juice/iced tea/water	50	950.00	95,000.00
	-serving	October 22, 2022 Breakfast/AM Snacks (packed) Light serving choices of cakes, local delicacies, pasta, sandwiches, and fresh fruits/fruit juice/water *Prospective supplier must have a satisfactory rating feedback from previous contract with ATI or must not have been complained of any unsatisfactory service/s. 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	40	180.00	7,200.00



TOTAL AMOUNT IN WORDS:
ONE HUNDRED THIRTEEN THOUSAND EIGHT HUNDRED PESOS ONLY

₱ **113,800.00**

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 every day of delay shall be imposed.

CONFORME:

Very truly yours,

JOY ELANGZELISA
 Signature Over Printed Name of Supplier
10/20/22
 Date

REMELVA R. RECOTER, MNSA, CESO III
 OIC-DIRECTOR IV

FUNDS AVAILABLE:

OR/BUR No.: 2022-10-1131
 10-18-22

JOAN E. SINGSON
 CHIEF ACCOUNTANT

Amount: Php. 113,800