



PURCHASE ORDER

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

P.O. No.: 2022-12-269
DATE: DEC 16, 2022
MODE OF PROCUREMENT: NP: SMALL VALUE PROCUREMENT

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

Place of Delivery: Delivery Terms: 4 CALENDAR DAYS
Date of Delivery: Payment Term: LDDAP

STOCK NO.	UNIT	DESCRIPTION	QTY	UNIT COST	TOTAL COST
		December 18, 2022			
	50 serving	AM Snacks	50	170.00	8,500.00
	50 serving	Lunch	50	400.00	20,000.00
	70 serving	PM Snacks	70	170.00	11,900.00
	80 serving	Dinner	80	225.00	18,000.00
		December 19-20, 2022			
	80 serving	Breakfast	80	225.00	36,000.00
	80 serving	AM Snacks	80	170.00	27,200.00
	80 serving	Lunch	80	400.00	64,000.00
	80 serving	PM Snacks	80	170.00	27,200.00
	80 serving	Dinner	80	225.00	36,000.00
		December 21, 2022			
	50 serving	Breakfast	50	225.00	11,250.00
		Breakfast: Rice, 3 viands (chicken, pork, fish or beef), choice of vegetables, soup, fresh fruit juice, coffee or bottled water Snacks: Pasta, pastry and fruit juice/bottled water/softdrinks Lunch/Dinner: Rice, 3 viands (chicken, pork, fish or beef), choice of vegetables, soup, fresh fruit juice, or bottled water Inclusion: December 18-20, 2022 With free-flowing coffee December 19-20, 2022 Stage and Entrance Design Table and chair cover and arrangement *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			
		Purpose: To be served during the Extension Partners Forum on December 18-21, 2022 at Rural Development and Education Center, ATI Compound, Diliman, Quezon City			



TOTAL AMOUNT IN WORDS: TWO HUNDRED SIXTY THOUSAND FIFTY PESOS ONLY ₱ 260,050.00

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 everyday of delay shall be imposed.

CONFORME:

JOY EVANGELISTA
Signature Over Printed Name of Supplier
12/19/22
Date

Very truly yours,

REMELYN B. RECOTER, MNSA, CESO III
OIC-DIRECTOR IV

FUNDS AVAILABLE:

JOAN E. SINGSON
CHIEF ACCOUNTANT

OR/BUR No.: 2022-12-1666
Amount: 12-16-22
Php - 260,050