



**PURCHASE ORDER**

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

P.O. No.: 2022-12-255  
DATE: DEC 2, 2022

TIN:

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:

Date of Delivery:

Delivery Terms: 2 WORKING DAYS  
Payment Term: LDDAP

STOCK NO.	UNIT	DESCRIPTION	QTY	UNIT COST	TOTAL COST
		<b>Youth in Agripreneurship Awarding Ceremony - December 18, 2022</b>			
	servings	PM Snacks (Light serving choices of cakes, local delicacies, pasta, sandwiches and fresh fruit juices) - buffet	30	120.00	3,600.00
	servings	Dinner (3 viands choices of vegetables, fish, meat - chicken/pork/beef with soup, rice, dessert, fresh fruit juices and bottled water) - buffet	30	300.00	9,000.00
		<b>Youth in Agripreneurship Awarding Ceremony - December 19, 2022</b>			
	servings	Breakfast (3 viands choices of vegetables, fish, meat - chicken/pork/beef with soup, rice, dessert, fresh fruit juices and bottled water) - buffet	40	200.00	8,000.00
	servings	AM Snacks (Light serving choices of cakes, local delicacies, pasta, sandwiches and fresh fruit juices) - buffet	40	120.00	4,800.00
	servings	Lunch (3 viands choices of vegetables, fish, meat - chicken/pork/beef with soup, rice, dessert, fresh fruit juices and bottled water) - buffet	40	350.00	14,000.00
	servings	PM Snacks (Light serving choices of cakes, local delicacies, pasta, sandwiches and fresh fruit juices) - buffet	40	120.00	4,800.00
	servings	Dinner (3 viands choices of vegetables, fish, meat - chicken/pork/beef with soup, rice, dessert, fresh fruit juices and bottled water) - buffet	40	300.00	12,000.00
	lot	<b>Stage Arrangement</b> Fresh flowers Round tables and chairs <i>*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 &amp; 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</i>	1	40,000.00	40,000.00
		<b>Purpose:</b> To be served during the conduct of Awarding Ceremony for the Youth in Agripreneurship on December 18-19, 2022			

TOTAL AMOUNT IN WORDS:

**NINETY-SIX THOUSAND TWO HUNDRED PESOS ONLY**

₱ 96,200.00

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.

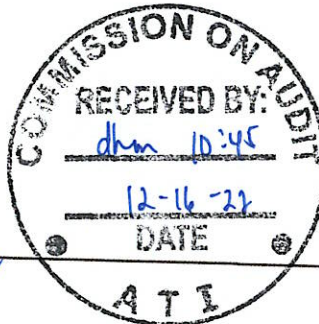
CONFORME:

*KAREN DELA CRUZ*

Signature Over Printed Name of Supplier

12/15/22

Date



Very truly yours,

**REMELYN R. RECOTER, MNSA, CESO III**  
OIC-DIRECTOR IV

FUNDS AVAILABLE:

*Charles B. Sison*

**JOAN E. SINGSON**  
CHIEF ACCOUNTANT

OR/BUR No.: 2022-12-1557  
12-05-22

Amount: ₱ 96,200