



**PURCHASE ORDER**

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

P.O. No.: 2023-01-06  
DATE: Jan 17, 2023

TIN: NP: SMALL VALUE  
Gentlemen: PROCUREMENT

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

STOCK NO.	UNIT	DESCRIPTION	Delivery Terms: 2 WORKING DAYS		TOTAL COST
			QTY	UNIT COST	
	servings	<b>Managed Buffet</b> <b>January 25, 2023 - Wednesday</b> Breakfast - Beef tapa with atchara, sunny side up, daing na bangus, bread and butter, plain rice, fruit in season, coffee/chocolate malt beverage AM Snacks - Korean chapchae with stick bread & fruit juice/soft drinks Lunch - Corn soup, beef bbq, pork hawaiian stew, chicken cordon bleu, buttered broccoli, lechon, plain rice, buko pandan/assorted pastries, fruit juice/iced tea PM Snacks - Lasagna with garlic bread, iced tea Dinner - Squash soup, tufo con lechon, chicken bbq, sweet and sour lapu-lapu, Stir-fry vegetable in oyster sauce, plain rice, fruits in season/pastry, fruit juice/iced tea Fellowship night - Pasta, shanghai roll, thai spring rolls, pork bbq, mixed nuts, chips, sandwiches, chicken lollipop and other drinks <b>January 26, 2023 - Thursday</b> Breakfast - Salted egg with tomato, smoked fish, pork tocino, pandesal with butter, plain rice, fruit in season, coffee/chocolate malt beverage AM Snacks - Chicken empanada and pineapple juice in can Lunch - Beef kaldereta, grilled blue marlin in lemon sauce, chicken teriyaki, mushroom soup, plain rice, pastries, fruit juice/iced tea PM Snacks - Mixed pancit (canton & sotanghon) with toasted siopao, iced tea Includes: Free flowing coffee, water with dispenser/bottled water, table set-up, table skirting, venue/hall decoration with flowers, crew, water, and anniversary cake (2 layers) *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	350	1,350.00 ₱	472,500.00
	servings		350	450.00	157,500.00
	servings		200	925.00	185,000.00



**TOTAL AMOUNT IN WORDS:**

**EIGHT HUNDRED FIFTEEN THOUSAND PESOS ONLY**

**₱ 815,000.00**

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:

MARY JOY P. EVANGELISTA  
Signature Over Printed Name of Supplier  
Date: 1/20/23

Very truly yours,

REMELO P. RECOTER, MNSA, CESO III  
OIC/DIRECTOR IV

FUNDS AVAILABLE:

OR/BUR No.: 02-10101-2023-01-83

JOAN E. SINGSON  
CHIEF ACCOUNTANT

Amount: ₱ 815,000  
1-14-2023