



Republic of the Philippines  
 Department of Agriculture  
**AGRICULTURAL TRAINING INSTITUTE**  
 ATI Building, Elliptical Road, Diliman, Quezon City, Metro Manila 1100  
 Tel. Nos. (63-2) 8929-8541 to 49 & 8928-7397 Fax No. (63-2) 8920-9792  
 Email: ati\_director@ati.da.gov.ph & ati\_director@yahoo.com  
 URL: http://www.ati.da.gov.ph; www.e-extension.gov.ph

**PURCHASE ORDER**

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

P.O. No.: 2023-02-35  
 DATE: FEB. 16, 2023

TIN:

MODE OF PROCUREMENT:

SHOPPING 52.1A *✓*

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: 5 WORKING DAYS  
 Payment Term: LDDAP

STOCK NO.	UNIT	DESCRIPTION	QTY	UNIT COST	TOTAL COST
		<b>February 20, 2023</b>			
	serving	PM Snacks - Mac and cheese with garlic bread and fresh fruit juice	43	175.00	7,525.00
	serving	Dinner - 3 viands choices of vegetable, fish, meat - chicken/beef with soup, rice, dessert, fruit juice or iced tea	43	225.00	9,675.00
		<b>February 21, 2023</b>			
	serving	Breakfast - 3 viands choices of vegetable, fish, meat - chicken/beef with soup, rice, dessert, coffee or hot chocolate	43	225.00	9,675.00
	serving	AM Snack - Egg sandwich with fries and fresh fruit juice	43	175.00	7,525.00
	serving	Lunch - 3 viands choices of vegetable, fish, meat - chicken/ beef with soup, rice, dessert, fruit juice or iced tea	43	400.00	17,200.00
	serving	PM Snacks - Carbonara with garlic bread and fresh fruit juice	43	175.00	7,525.00
	serving	Dinner - 3 viands choices of vegetable, fish, meat - chicken/beef with soup, rice, dessert, fruit juice or iced tea	43	225.00	9,675.00
		<b>February 22, 2023</b>			
	serving	Breakfast - 3 viands choices of vegetable, fish, meat - chicken/beef with soup, rice, dessert, coffee or hot chocolate	43	225.00	9,675.00
	serving	AM Snack - Clubhouse sandwich with fries and fresh fruit juice	43	175.00	7,525.00
	serving	Lunch - 3 viands choices of vegetable, fish, meat - chicken/ beef with soup, rice, dessert, fruit juice or iced tea	43	400.00	17,200.00
	serving	PM Snacks - Pasta with bread and fresh fruit juice	43	175.00	7,525.00
	serving	Dinner - 3 viands choices of vegetable, fish, meat - chicken/beef with soup, rice, dessert, fruit juice or iced tea	43	225.00	9,675.00
		<b>February 23, 2023</b>			
	serving	Breakfast - 3 viands choices of vegetable, fish, meat - chicken/beef with soup, rice, dessert, coffee or hot chocolate	43	225.00	9,675.00
	serving	AM Snack - Tuna sandwich with fries and fresh fruit juice	43	175.00	7,525.00
	serving	Lunch - 3 viands choices of vegetable, fish, meat - chicken/ beef with soup, rice, dessert, fruit juice or iced tea	43	400.00	17,200.00
	serving	PM Snacks - Pancit canton with bread and fresh fruit juice	43	175.00	7,525.00
	serving	Dinner - 3 viands choices of vegetable, fish, meat - chicken/beef with soup, rice, dessert, fruit juice or iced tea	43	225.00	9,675.00



STOCK NO.	UNIT	DESCRIPTION	QTY	UNIT COST	TOTAL COST
	servicing	<p><b>February 24, 2023</b></p> <p>Breakfast - 3 viands choices of vegetable, fish, meat - chicken/beef with soup, rice, dessert, coffee or hot chocolate</p> <p>Note:</p> <p>Inclusion of the following items:</p> <ul style="list-style-type: none"> <li>- Buffet table set-up</li> <li>- Free flowing purified water, coffee, tea, creamer and sugar during the whole duration of the activity</li> <li>- Use of catering equipment</li> </ul> <p>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</p>	43	225.00	9,675.00
		<p><b>Purpose:</b></p> <p>To be used during the conduct of User's Training for the Unified Extension Planning, Monitoring and Evaluation Information System (UnExSys) Batch 2 on February 20-24, 2023 at the ATI Training Hall II, ATI Compound, Diliman, Quezon City</p>			

**TOTAL AMOUNT IN WORDS:**  
**ONE HUNDRED EIGHTY-ONE THOUSAND SIX HUNDRED SEVENTY-FIVE PESOS ONLY**      ₱ **181,675.00**

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 EVANGELISTA  
 Signature Over Printed Name of Supplier  
2/20/23  
 Date

Very truly yours,

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

FUNDS AVAILABLE:

JOAN E. SINGSON  
 CHIEF ACCOUNTANT

PAGE 2 OF 2

OR/BUR No.: 2023-02-217

Amount: 02-17-23

Php - 181,675