



PURCHASE ORDER

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

P.O. No.: 2023-04-85
DATE: Apr. 12, 2023

TIN: _____
Gentlemen: _____
MODE OF PROCUREMENT: NP-SMALL VALUE PROCUREMENT

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

Place of Delivery: _____
Date of Delivery: _____
Delivery Terms: 3 WORKING DAYS
Payment Term: LDDAP

STOCK NO.	UNIT	DESCRIPTION	QTY	UNIT COST	TOTAL COST
	pax	Food 18-20 April 2023 (3 days) w/ free flowing coffee, tea and water; include mint/menthol candies	30	₱ 200.00	18,000.00
	pax	Breakfast - 3 viands; choices of vegetable, fish, meat - chicken/pork/beef, egg with soup, (fried) rice, fresh fruits, fruit juice or iced tea	30	110.00	9,900.00
	pax	AM Snack - Light serving choices, local delicacies, pasta, sandwiches and fresh fruit juice (preferably buko juice)	30	300.00	27,000.00
	pax	Lunch - 3 viands; choices of vegetable, fish, meat - chicken/pork/beef with soup, rice, dessert, fruit juice or iced tea	30	110.00	9,900.00
	pax	PM Snack - Light serving choices, local delicacies, pasta, sandwiches and fresh fruit juice (preferably buko juice)	30	300.00	27,000.00
	pax	Dinner - 3 viands; choices of vegetable, fish, meat - chicken/pork/beef with soup, rice, dessert, fruit juice or iced tea	30	300.00	27,000.00

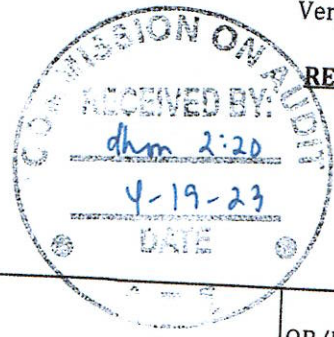
Note: Prospective supplier must have a satisfactory rating feedback from previous contract with ATI or must not have been complained of any unsatisfactory service/s.
The consumption of water and light in the use of the catering function shall be borne by the caterer, (a) 1 to 30 pax - P100/day (b) 30 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 conduct of the Capability Building on Writing Purposeful Training and Activity Designs on 18-20 April 2023 at the RDEC, ATI Compound, Elliptical Road, Quezon City

TOTAL AMOUNT IN WORDS:
NINETY-ONE THOUSAND EIGHT HUNDRED PESOS ONLY
₱ 91,800.00

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 everyday of delay shall be imposed.

CONFORME:
JOY EVANGELISTA
Signature Over Printed Name of Supplier
04/17/23
Date



Very truly yours,
REMELYN E. BECOTER, MNSA, CESO III
DIRECTOR IV

FUNDS AVAILABLE:

TR 17 2023
Creates 5:08pm

JOAN E. JAYUSON
CHIEF ACCOUNTANT

OR/BUR No.: 2023-04-596
04-14-23
Amount: P111,800