



PURCHASE ORDER

SUPPLIER: **PUNO FOOD SERVICES**
ADDRESS: 235 SULUKAN, SAN GABRIEL, STA MARIA, BULACAN

P.O. No.: 2023-05-116
DATE: MAY 16, 2023
MODE OF PROCUREMENT: NP-SMALL VALUE PROCUREMENT

TIN:
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: 10 WORKING DAYS
Payment Term: LDDAP

STOCK NO.	UNIT	DESCRIPTION	QTY	UNIT COST	TOTAL COST
	Meals				
	May 22, 2023 and June 12, 2023 (Packed Dinner)				
	Plain Rice, 3 viands choices of vegetables, fish, seafood, chicken/beef with soup, dessert and canned juice	60	310.00	18,600.00	
	May 23-26, 2023 and June 13-16, 2023 (4 days per batch with the following meal inclusions: Breakfast, AM Snacks, Lunch, PM Snacks and Dinner)	288	1,000.00	288,000.00	
	Serving: Buffet				
	Shall include at least:				
	Chicken or beef with more lean meat and less fat				
	Vegetable dish				
	Plain Rice				
	Dessert				
	Any fish (except cream dory)				
	Drinks (Bottled water/iced tea/canned juice/softdrinks)				
	Each snack shall include the following: Traditional Filipino delicacy, bottled water/canned juice/iced tea/softdrinks				
	*Inclusion of flowing coffee, sugar, creamer and water				
	*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 service provider must have business address or restaurant in Quezon City to maintain the freshness and good quality of the food to be served				
	*Staggered delivery of the food base on the order of the end user; The services provider must deliver the meals on the proposed time of the required service				
	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: For the food to be served for the Training Course on Design Thinking for Local Government Units on May 23-26, 2023 and June 13-16, 2023 in ATI RDEC.				

COMMISSION ON AUDIT
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TOTAL AMOUNT IN WORDS: **THREE HUNDRED SIX THOUSAND SIX HUNDRED PESOS ONLY** P 306,600.00

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) percent (1%) for everyday of delay shall be imposed.

INFORME:
J07 EVAN SUSTIA
Signature Over Printed Name of Supplier
MAY 19, 2023
Date

Very truly yours,
REMELYN R. RECOTER, MNSA, CESO III
DIRECTOR IV

COPIES AVAILABLE:
IOAN E. SINGSON
CHIEF ACCOUNTANT
OR/BUR No.: 2023-05-748
Amount: 05-16-23