



Republic of the Philippines  
Department of Agriculture  
**AGRICULTURAL TRAINING INSTITUTE**

ATI Building, Elliptical Road, Diliman, Quezon City, Metro Manila 1100  
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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: **UMA VERDE ECONATURE FARM INC.**  
ADDRESS: **0991 Bagong Pook Bukal Sur, Candelaria, Quezon**

P.O. No.: **2023-05-98**  
DATE: **May 2, 2023**

MODE OF PROCUREMENT: **NP-SMALL VALUE PROCUREMENT**

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

Place of Delivery: **ATI, Diliman, Quezon City**  
Delivery Terms: **60 CALENDAR DAYS**  
Date of Delivery:  
Payment Term: **LLDAP**

STOCK NO.	UNIT	DESCRIPTION	QTY	UNIT COST	TOTAL COST
		Scented Candles (150g)			
	pc	Green Tea	200	200.00	40,000.00
	pc	Lavender	200	200.00	40,000.00
	pc	Eucalyptus	200	200.00	40,000.00
	pc	Rose	200	200.00	40,000.00
	pc	Citronella	200	200.00	40,000.00
		Aromatherapy Home Freshener/Diffuser (50ml)			
	pc	Green Tea	200	300.00	60,000.00
	pc	Lavender	200	300.00	60,000.00
	pc	Eucalyptus	200	300.00	60,000.00
	pc	Rose	200	300.00	60,000.00
	pc	Citronella	200	300.00	60,000.00
		Organic Multipurpose Spray (250ml)			
	pc	Citronella	200	180.00	36,000.00
	pc	Tablea (50g)	250	150.00	37,500.00
	pc	Coffee (100g)	250	250.00	62,500.00
	pc	Coco Sugar (100g)	250	250.00	62,500.00
	pc	Honey (200ml)	250	400.00	100,000.00

Note: Supplier must be an ATI-Certified Learning Site for Agriculture, School for Practical Agriculture, or Extension Service Provider  
Products should be delivered directly to ATI Central Office  
Delivery of products shall be done in two batches: on or before May 2, 2023 & on or before July 28, 2023  
Purpose:  
To be used as corporate tokens being requested by units at the ATI Central Office for resource persons and institutional partners

TOTAL AMOUNT IN WORDS: **SEVEN HUNDRED NINETY-EIGHT THOUSAND FIVE HUNDRED PESOS ONLY** ₱ **798,500.00**

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

INFORMED BY: KRISTINA A. RAMOS  
Signature Over Printed Name of Supplier  
Date: MAY 09 2023

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

RECEIVED BY: dhm 2:38  
5-11-23  
OFFICE OF THE COMMISSION ON AUDIT  
ATI

Office of the Chief Accountant  
Date: MAY 09 2023  
JOAN E. SINGSON  
CHIEF ACCOUNTANT

ORS No.: 2023 - 05 - 98  
Amount: ₱ 798,500