



**PURCHASE ORDER**

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

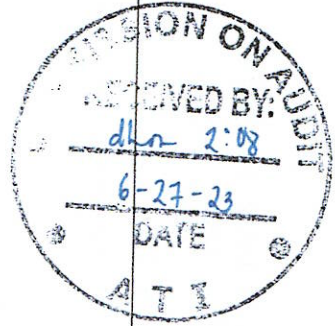
P.O. No.: 2023-06-160  
 DATE: June 15, 2023

TIN: \_\_\_\_\_  
 MODE OF PROCUREMENT: NP: SMALL VALUE PROCUREMENT **B**

Gentlemen:

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

STOCK NO.		UNIT	DESCRIPTION	QTY	UNIT COST	TOTAL COST
	pax	<b>FOOD</b> <b>July 11-14, 2023</b> Breakfast (3 viands; choices of vegetables, fish, meat - chicken/pork/beef with soup, rice, dessert, fresh fruit juice and bottled water) - Buffet AM Snack (Light serving choices of cakes, local delicacies, pasta, sandwiches and fresh fruit juice) Lunch (3 viands; choices of vegetables, fish, meat - chicken/pork/beef with soup, rice, dessert, fresh fruit juice and bottled water) - Buffet PM Snack (Light serving choices of cakes, local delicacies, pasta, sandwiches and fresh fruit juice)  Note: Prospective supplier must have a satisfactory rating feedback from previous contract with ATI or must not have been complained of any unsatisfactory 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.  <b>Purpose:</b> To be utilized during the conduct of the CDMD FY 2023 Midyear Assessment Performance Review and FY 2024 Budget Execution Workshop on July 11-14, 2023 at Training Hall 2, ATI Building, Diliman, Quezon City	17	₱ 850.00	₱ 57,800.00	



**TOTAL AMOUNT IN WORDS:**  
**FIFTY-SEVEN THOUSAND EIGHT HUNDRED PESOS ONLY** ₱ 57,800.00

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:  
  
 Signature Over Printed Name of Supplier  
 JOT JUAN BUENA  
 JUNE 21, 2023  
 Date

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

FUNDS AVAILABLE:  
  
**JOAN E. SINGSON**  
 CHIEF ACCOUNTANT  
 ORS/BUR No.: 2023 - 06 - 992  
 06 - 23 - 22  
 Amount: Php. 57,800