



**PURCHASE ORDER**

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

**P.O. No.:** 2023-07-179

**DATE:** JULY 7, 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.

Place of Delivery:		Delivery Terms:	4 CALENDAR DAYS		
Date of Delivery:		Payment Term:	LDDAP		
STOCK NO.	UNIT	DESCRIPTION	QTY	UNIT COST	TOTAL COST
		<b>Training in Advanced Excel Operations on July 12-14, 2023</b>			
		<b>July 12, 2023</b>			
	serving	Breakfast - 3 viands; choices of vegetables, fish, meat (chicken/beef), egg, soup, plain rice, dessert, fresh fruit, fresh juice and bottled water - Buffet	54	200.00 ₱	10,800.00
	serving	AM Snacks - Light serving choices of cakes, local delicacies, pasta, sandwiches and fresh juice	54	110.00	5,940.00
	serving	Lunch - 3 viands; choices of vegetables, fish, meat (chicken/beef), egg, soup, plain rice, dessert, fresh fruit, fresh juice and bottled water - Buffet	54	300.00	16,200.00
	serving	PM Snacks - Light serving choices of cakes, local delicacies, pasta, sandwiches and fresh juice	54	110.00	5,940.00
	serving	Dinner - 3 viands; choices of vegetables, fish, meat (chicken/beef), egg, soup, plain rice, dessert, fresh fruit, fresh juice and bottled water - Buffet	54	300.00	16,200.00
		<b>July 13, 2023</b>			
	serving	Breakfast - 3 viands; choices of vegetables, fish, meat (chicken/beef), egg, soup, plain rice, dessert, fresh fruit, fresh juice and bottled water - Buffet	54	200.00	10,800.00
	serving	AM Snacks - Light serving choices of cakes, local delicacies, pasta, sandwiches and fresh juice	54	110.00	5,940.00
	serving	Lunch - 3 viands; choices of vegetables, fish, meat (chicken/beef), egg, soup, plain rice, dessert, fresh fruit, fresh juice and bottled water - Buffet	54	300.00	16,200.00
	serving	PM Snacks - Light serving choices of cakes, local delicacies, pasta, sandwiches and fresh juice	54	110.00	5,940.00
	serving	Dinner - 3 viands; choices of vegetables, fish, meat (chicken/beef), egg, soup, plain rice, dessert, fresh fruit, fresh juice and bottled water - Buffet	54	300.00	16,200.00
		<b>July 14, 2023</b>			
	serving	Breakfast - 3 viands; choices of vegetables, fish, meat (chicken/beef), egg, soup, plain rice, dessert, fresh fruit, fresh juice and bottled water - Buffet	54	200.00	10,800.00
	serving	AM Snacks - Light serving choices of cakes, local delicacies, pasta, sandwiches and fresh juice	54	110.00	5,940.00
	serving	Lunch - 3 viands; choices of vegetables, fish, meat (chicken/beef), egg, soup, plain rice, dessert, fresh fruit, fresh juice and bottled water - Buffet	54	300.00	16,200.00
	serving	PM Snacks - Light serving choices of cakes, local delicacies, pasta, sandwiches and fresh juice	54	110.00	5,940.00
	serving	Dinner - 3 viands; choices of vegetables, fish, meat (chicken/beef), egg, soup, plain rice, dessert, fresh fruit, fresh juice and bottled water - Buffet	54	300.00	16,200.00



STOCK NO.	UNIT	DESCRIPTION	QTY	UNIT COST	TOTAL COST
	-serving	<p><b>July 15, 2023</b>            Breakfast - 3 viands; choices of vegetables, fish, meat (chicken/beef), egg, soup, plain rice, dessert, fresh fruit, fresh juice and bottled water - Buffet</p> <p>Note: Prospective supplier must have a satisfactory rating feedback from previous contract with ATI or must not have been complained of any unsatisfactory service</p> <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> <p><b>Purpose:</b>            To be served during the conduct of Training on Excel Operations - Advance Level on July 12-14, 2023</p>	32	200.00	6,400.00

**TOTAL AMOUNT IN WORDS:**

**ONE HUNDRED SEVENTY-ONE THOUSAND SIX HUNDRED FORTY PESOS ONLY**

₱ 171,640.00

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 every day of delay shall be imposed.

CONFORME:

MARTIN EVANGELISTA  
 JUL 17, 2023

Signature Over Printed Name of Supplier

Date

Very truly yours,

**REMELYN R. KKAJUIVA, MNSA-CESO III**  
 DIRECTOR IV

FUNDS AVAILABLE:

OR/BUR No.: 2023-09-1124  
 Amount: 09-09-23  
 ₱ 171,640

**JOAN E. SINGSON**  
 CHIEF ACCOUNTANT

PAGE 2 OF 2