



Republic of the Philippines
Department of Agriculture
AGRICULTURAL TRAINING INSTITUTE
ATI Building, Elliptical Road, Diliman, Quezon City, Metro Manila 1100
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URL: http://www.ati.da.gov.ph; www.e-extension.gov.ph

PURCHASE ORDER

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

P.O. No.: 2023-08-209
DATE: August 24, 2023
MODE OF PROCUREMENT: NP-SMALL VALUE
PROCUREMENT

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

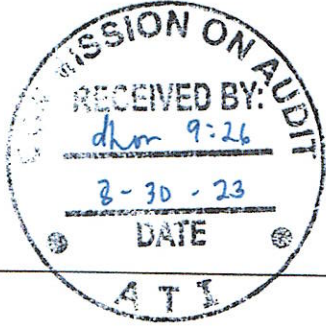
Place of Delivery: _____ Delivery Terms: 4 WORKING DAYS
Date of Delivery: _____ Payment Term: LDDAP

STOCK NO.	UNIT	DESCRIPTION	QTY	UNIT COST	TOTAL COST
		Food August 29 - September 1, 2023 (4 days)			
	pax	w/ free flowing coffee, tea and water; include mint/menthol candies			
	pax	Breakfast - 3 viands; choices of vegetables, fish, meat - chicken/pork/beef, egg with soup, (fried) rice, fresh fruits, fruit juice or iced tea	24	200.00	19,200.00
	pax	AM Snack - Light serving choices of cakes, local delicacies, pasta, sandwiches, and fresh fruit juice (preferably buko juice)	24	120.00	11,520.00
	pax	Lunch - 3 viands; choices of vegetable, fish, meat - chicken/pork/beef with soup, rice, dessert, fruit juice or iced tea	24	320.00	30,720.00
	pax	PM Snack - Light serving choices of cakes, local delicacies, pasta, sandwiches, and fresh fruit juice (preferably buko juice)	24	120.00	11,520.00
	pax	Dinner - 3 viands; choices of vegetable, fish, meat - chicken/ pork/beef with soup, rice, dessert, fruit juice or iced tea	24	320.00	30,720.00
<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 & 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>Purpose: To be served during the conduct of the Workshop on the Finalization of the Competency-based Curriculum for Agricultural Extension Workers (Phase 1) on August 29 - September 1, 2023 at the ATI RDEC, Elliptical Road, Quezon City</p>					

TOTAL AMOUNT IN WORDS:
ONE HUNDRED THREE THOUSAND SIX HUNDRED EIGHTY PESOS ONLY ₱ 103,680.00

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
8/29/23
Date



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

FUNDS AVAILABLE:
JOAN E. SINGSON
CHIEF ACCOUNTANT

OR/BUR No.: 2023-08-1252
08-24-23
Amount: ₱ 103,680