



Department of Trade and Industry  
 Agricultural Training Institute  
 120, Agri. Bldg. 105, 11th Ave. Extension, Quezon City, Metro Manila  
 1106, Philippines

**PURCHASE ORDER**

SUPPLIER: ZASHEN FASHIONS  
 ADDRESS: Espana St. 1961, Brgy. 502, Sampaic, Manila

PO No: 2023-10-246  
 DATE: October 11, 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		Delivery Terms: 7 CALENDAR DAYS			
Date of Delivery		Payment Term: LEADAP			
STOCK NO	UNIT	DESCRIPTION	QTY	UNIT COST	TOTAL COST
	pc	Polo Shirt Materials: 65% cotton, 35% polyester Features: Wrinkle and shrink resistant, 2 button placket, flat knit collar and cuffs Sleeve style: short sleeve Collar type: embroidered 2" Placket type: embroidered 1.5" Slogan at the back: Water is life, water is food. Leave no one behind. 11.5" x 7.5" Color: see color code in polo design Sizes: XS - 1, S - 11, M - 42, L - 55, XL - 70, 2XL - 9, 3XL - 6	166	340.00	56,440.00
		<b>Purpose:</b>			
		Polo shirt for the DA-ATI employees and personnel to be worn during the celebration of the World Food Day 2023 on October 16, 2023.			

**TOTAL AMOUNT IN WORDS:**  
 FIFTY-SIX THOUSAND FOUR HUNDRED FORTY PESOS ONLY \* 56,440.00

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.

CONFIRMS:  
 \_\_\_\_\_  
 Signature Over Procurement Officer  
 10/11/2023  
 Date



Very truly yours,  
 \_\_\_\_\_  
 REMELIA R. KELDER, MSS, NCS III  
 Director

FUNDS AVAILABLE:  
 \_\_\_\_\_  
 JANEY SINGON  
 CHIEF ACCOUNTANT

OR/BUR No: 2023-10-1537  
 Amount: Pp. 56,440

BAC Secretariat Office  
 RE OCT 12 2023  
 B. 91