



**PURCHASE ORDER**

SUPPLIER: LAI CATERING SERVICES  
ADDRESS: T. DELOS SANTOS ST., BRGY. POBLACION WEST,  
SCIENCE CITY OF MUÑOZ, NUEVA ECIJA

P.O. No.: 2023-11-285  
DATE: Nov. 13, 2023  
MODE OF PROCUREMENT: NP-SMALL VALUE  
PROCUREMENT *TR*

Gentlemen:

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

Place of Delivery:			Delivery Terms: 3 WORKING DAYS		
Date of Delivery:			Payment Term: LDDAP		
STOCK NO.	UNIT	DESCRIPTION	QTY	UNIT COST	TOTAL COST
	servicing	December 4, 2023 (1 day: Dinner) Serving: Packed	4	P 250.00	P 1,000.00
	servicing	December 5, 2023 (with the following meal inclusions: Breakfast, AM Snacks, Lunch, PM Snacks, Dinner) Serving: Buffet	30	900.00	27,000.00
	servicing	December 6, 2023 (with the following meal inclusions: Breakfast, AM Snacks, Lunch, PM Snacks) Serving: Buffet Shall include at least: Chicken or beef with more lean meat and less fat Vegetable dish Plain Rice Dessert Any fish (except cream dory) Drinks (bottled water/iced tea/canned juice/softdrinks) Each snack shall include the following: Traditional Filipino delicacy, noodles, pastries or sandwiches, bottled water/canned juice/iced tea/softdrinks with flowing coffee or tea  *within Science City of Munoz, Nueva Ecija	30	650.00	19,500.00
<b>Purpose:</b> To be served during the conduct of RCEF-RESP TWG Meeting and FY 2023 Yearend Review on December 4-6, 2023 to be held at Philippine Center for Postharvest Development and Mechanization (PhilMech), Science City of Munoz, Nueva Ecija.					

**TOTAL AMOUNT IN WORDS:**  
FORTY-SEVEN THOUSAND FIVE HUNDRED PESOS ONLY P 47,500.00

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]*  
**ALDRIN V. HIPOLITO**  
Signature Over Printed Name of Supplier  
  
11-30-23  
Date



Very truly yours *[Signature]*  
**REMELYN R. RECOTER, MNSA, CESO III**  
DIRECTOR IV

FUNDS AVAILABLE: NOV 24 2023  
JOAN E. SINGSON  
CHIEF ACCOUNTANT

OR/BUR No.: 2023-11-85  
11-14-23  
Amount: Php. 47,500