



PURCHASE ORDER

SUPPLIER: MACATABO FARM
ADDRESS: Purok 2, Sitio Macatabo, Brgy. Carmen, Baguio,
Calinan, Davao City

P.O. No.: 2023-11-298
DATE: Nov. 24, 2023
MODE OF PROCUREMENT: NP-LEASE OF REAL
PROPERTY AND VENUE

TIN:

Gentlemen:

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

Place of Delivery:

Delivery Terms: 5 WORKING DAYS

Date of Delivery:

Payment Term: LDDAP

STOCK NO.	UNIT	DESCRIPTION	QTY	UNIT COST	TOTAL COST
	pax	Training package inclusive of: Food (breakfast, AM snacks, lunch, PM snacks, dinner), accommodations and used of function hall on December 11-15, 2023 5 days Food Breakfast (3 viands choices of vegetables, fish meat-chicken/pork/ beef with soup, rice, dessert, fresh fruit juice and bottled water) Buffet AM Snacks (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 Snacks (Light serving choices of cakes, local delicacies, pasta, sandwiches and fresh fruit juice) Dinner (3 viands choices of vegetables, fish meat-chicken/pork/ beef with soup, rice, dessert, fresh fruit juice and bottled water) Buffet Flowing coffee and water Accommodation Single beds Training Hall and Facilities Rental Includes projector, wifi, microphones, sound system, white board and event tarpaulins/signages PURPOSE: To be served during the conduct of the Workshop on Assessment Tools Development for Coconut-Coffee and Coconut-Cacao Farming Systems on December 11-15, 2023 at Calinan, Davao City.	19	1,800.00	171,000.00

TOTAL AMOUNT IN WORDS: ONE HUNDRED SEVENTY-ONE THOUSAND PESOS ONLY ₱ 171,000.00

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: GENOVINO H. CAJES
Signature Over Printed Name of Supplier
Date: 12/7/2023

Very truly yours,
REMELYN B. RECOTOR, MNSA, CESO III
DIRECTOR IV
DATE: 12-11-23

RECEIVED BY: dhm 1:25
MISSION ON AGENCY

FUNDS AVAILABLE: JOAN E. SINGSON
CHIEF ACCOUNTANT

OR/BUR No.: 2023-12-133
12-04-23
Amount: ₱ 171,000