



**PURCHASE ORDER**

SUPPLIER: **PUNO FOOD SERVICES**  
ADDRESS: 235 Sulukan, San Gabriel, Santa Maria, Bulacan

P.O. No.: 2023-11-299  
DATE: Nov. 24, 2023  
MODE OF PROCUREMENT: NP-SMALL VALUE  
PROCUREMENT

TIN:  
Gentlemen:

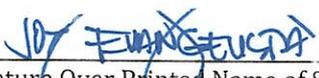
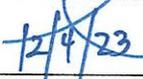
Please furnish this Office the following article(s) subject to the terms and conditions contained herein.

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

STOCK NO.	UNIT	DESCRIPTION	QTY	UNIT COST	TOTAL COST
		<b>5-7 December 2023 (Full board meals)</b>			
	servicing	Breakfast - egg, 2 viands (meat and fish), rice, fruits	26	200.00	15,600.00
	servicing	AM Snack - bread/cake, juice	26	150.00	11,700.00
	servicing	Lunch - 2 viands (meat and fish), 1 vegetable, rice, soup, dessert and softdrinks	26	325.00	25,350.00
	servicing	PM Snack - pasta, juice	26	150.00	11,700.00
	servicing	Dinner - 2 viands (meat and fish), 1 vegetable, rice, soup, dessert and	26	325.00	25,350.00
		<b>8 December 2023 (Packed)</b>			
	servicing	Breakfast - egg, 2 viands (meat and fish), rice, fruits	26	200.00	5,200.00
		Note: No pork; overflowing tea and coffee			
		Prospective supplier must have a satisfactory rating feedback from previous contract with ATI or must not have been complained of any unsatisfactory service			
		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			
		<b>Purpose:</b> Food for the Volunteer Leaders Association of the Philippines (VLAP) 2023 National Planning and 2023 Assessment on December 5-8, 2023 at the ATI-RDEC, Diliman, Quezon City.			

**TOTAL AMOUNT IN WORDS:**  
**NINETY-FOUR THOUSAND NINE HUNDRED PESOS ONLY** ₱ **94,900.00**

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 Over Printed Name of Supplier  
  
Date



Very truly yours,  
**REMELY R. REQUIER, MNSA, CESO III**  
DIRECTOR IV

FUNDS AVAILABLE:  
**GILLIAN ROSE C. LARGO**  
OIC-CHIEF ACCOUNTANT

OR/BUR No.: 2023-11-1729  
11-29-23  
Amount: ₱ 94,900