



Republic of the Philippines
 Department of Agriculture
AGRICULTURAL TRAINING INSTITUTE
 ATI Building, Elliptical Road, Diliman, Quezon City, Metro Manila 1100
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PURCHASE ORDER

SUPPLIER: **SD PUBLICATIONS INC.**
 ADDRESS: G. ARANETA COR. MA CLARA ST. QUEZON CITY
 TIN: 000-088-246-00

P.O. No.: 2024-02-28
 DATE: Feb. 15, 2024
 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: ATI, Diliman, Quezon City
 Date of Delivery:

Delivery Terms: 5 CALENDAR DAYS
 Payment Term: LLDAP

STOCK NO.	UNIT	DESCRIPTION	QTY	UNIT COST	TOTAL COST
		Meals			
		February 22, 2024			
	servicing	Dinner - 3 viands (meat, fish and vegetable) rice, soup, dessert and fresh fruit	26		
		February 23, 2024			
	servicing	Breakfast - 3 viands (meat, fish and vegetable) rice, soup, dessert and fresh fruit	30		
	servicing	AM Snacks - Light serving choices of cakes, local delicacies, pasta, sandwiches and fresh fruit juices	30		
	servicing	Lunch - 3 viands (meat, fish and vegetable) rice, soup, dessert and fresh fruit	30		
	servicing	PM Snacks - Light serving choices of cakes, local delicacies, pasta, sandwiches and fresh fruit juices	30		
	servicing	Dinner - 3 viands (meat, fish and vegetable) rice, soup, dessert and fresh fruit	30		
		February 24, 2024			
	servicing	Breakfast - 3 viands (meat, fish and vegetable) rice, soup, dessert and fresh fruit	30		
	servicing	AM Snacks - Light serving choices of cakes, local delicacies, pasta, sandwiches and fresh fruit juices	30		
	servicing	Lunch - 3 viands (meat, fish and vegetable) rice, soup, dessert and fresh fruit	30		
	servicing	PM Snacks - Light serving choices of cakes, local delicacies, pasta, sandwiches and fresh fruit juices	30		
	servicing	Dinner - 3 viands (meat, fish and vegetable) rice, soup, dessert and fresh fruit	30		
		February 25, 2024 (Graduation Day)			
	servicing	Breakfast - 3 viands (meat, fish and vegetable) rice, soup, dessert and fresh fruit	45		
	servicing	AM Snacks - Light serving choices of cakes, local delicacies, pasta, sandwiches and fresh fruit juices	45		
	servicing	Lunch - 3 viands (meat, fish and vegetable) rice, soup, dessert and fresh fruit	45		
	servicing	PM Snacks - Light serving choices of cakes, local delicacies, pasta, sandwiches and fresh fruit juices	45		
	lot	Stage Arrangement during Graduation	1		
		February 26, 2024			
	servicing	Breakfast - 3 viands (meat, fish and vegetable) rice, soup, dessert and fresh fruit	26		
					₱ 100,000.00



STOCK NO.	UNIT	DESCRIPTION	QTY	UNIT COST	TOTAL COST
		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			
		Purpose: To be served during the conduct of International Exchange Programs and Re-entry Planning of the Young Filipino Farm Leaders Training Program in Japan on February 22-26, 2024 at RDEC, ATI Building, Elliptical Road, Diliman, Quezon City.			

TOTAL AMOUNT IN WORDS:
ONE HUNDRED THOUSAND PESOS ONLY ₱ **100,000.00**

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:

Rafael D. De Vera

Signature Over Printed Name of Supplier

February 21, 2024

Date

Very truly yours,

REMELYN L. SCOTER, MISA, CESO III
DIRECTOR IV

FUNDS AVAILABLE:

GILLIAN ROSEC. LARGO
OIC-CHIEF ACCOUNTANT

OR/BUR No.:

2024-02-197

02-14-24

Amount:

Php - 100,000