



**PURCHASE ORDER**

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

P.O. No.: 2024-02-33  
DATE: Feb. 19, 2024  
MODE OF PROCUREMENT: NP-SMALL VALUE  
PROCUREMENT **P**

TIN:  
Gentlemen:

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

Place of Delivery: Delivery Terms: 2 WORKING DAYS  
Date of Delivery: Payment Term: LDDAP

STOCK NO.	UNIT	DESCRIPTION	QTY	UNIT COST	TOTAL COST
	March 4, 2024				
	servicing	AM Snack (Buffet) - Arozcaldo with tokwa and baboy Buko juice	29	P 165.00	P 4,785.00
	servicing	Lunch (Buffet) - Plain rice, 3 viands choices of vegetables, fish (no cream dory), seafood, chicken/beef with soup, fruits and softdrinks	29	375.00	10,875.00
	servicing	PM Snack (Buffet) - Pansit bihon with toasted siopao Lemon juice	29	165.00	4,785.00
	March 5, 2024				
	servicing	AM Snack (Buffet) - Club house sandwich Calamansi juice	29	165.00	4,785.00
	servicing	Lunch (Buffet) - Plain rice, 3 viands choices of vegetables, fish (no cream dory), seafood, chicken/beef with soup, fruits and softdrinks	29	375.00	10,875.00
	servicing	PM Snack (Buffet) - Spaghetti with bread Cucumber juice	29	165.00	4,785.00
	Others:	Free flowing coffee, tea and water Provision of brown sugar and creamer			
	Prospective supplier must have at least very 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> To be served during the ATI Central Office 21st Management Review at RDEC Training Room, ATI Compound, Elliptical Road, Diliman, Quezon City.				

BAC Secretariat Office  
FEB 26 2024  
PPD  
4:40

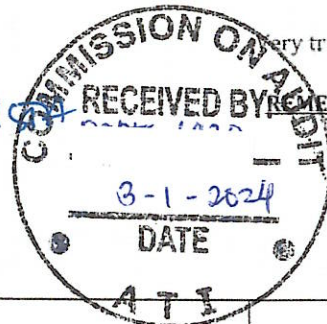
**TOTAL AMOUNT IN WORDS:**  
**FORTY THOUSAND EIGHT HUNDRED NINETY PESOS ONLY** P 40,890.00

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:

MARY JOY P. EVANGELISTA  
Signature Over Printed Name of Supplier

2/28/24  
Date



Very truly yours,

CAMELYN A. RECOTER, MINDA L. SO III  
DIRECTOR IV

FUNDS AVAILABLE:

GILLIAN ROSE C. LARGO  
OIC-CHIEF ACCOUNTANT

OR/BUR No.: 2024-02-269  
02-26-24  
Amount: P 40,890