



Republic of the Philippines  
 Department of Agriculture  
**AGRICULTURAL TRAINING INSTITUTE**  
 ATI Building, Elliptical Road, Diliman, Quezon City, Metro Manila 1180  
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 URI : http://www.ati.da.gov.ph, www.e-extension.gov.ph

**PURCHASE ORDER**

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

P.O. No.: 2024-03-53  
 DATE: Mar. 14, 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.

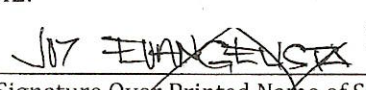
Place of Delivery: Delivery Terms: 3 WORKING DAYS  
 Date of Delivery: Payment Term: LDDAP


STOCK NO.	UNIT	DESCRIPTION	QTY	UNIT COST	TOTAL COST
		<b>Food</b>			
		<b>March 22, 2024</b>			
	serving	AM Snack - Bread/cake, juice	20	125.00	2,500.00
	serving	Lunch (buffet) - 2 viands (meat and fish), 1 vegetable, rice, soup, desserts, juice or softdrinks	200	310.00	62,000.00
	serving	PM Snack - Pasta, juice	200	125.00	25,000.00
		<b>March 25, 2024</b>			
	serving	AM Snack - Bread/cake, juice	110	125.00	13,750.00
	serving	Lunch (buffet) - 2 viands (meat and fish), 1 vegetable, rice, soup, desserts, juice or softdrinks	110	310.00	34,100.00
		<b>March 26, 2024</b>			
	serving	AM Snack - Pasta with bread, juice	70	125.00	8,750.00
	serving	Lunch (buffet) - 2 viands (meat and fish), 1 vegetable, rice, soup, desserts, juice or softdrinks	70	310.00	21,700.00
		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 International Women's Month Celebration on March 22, 25 and 26, 2024 at ATI-RDEC, Diliman, Quezon City			

BAG Secretariat Office  
 MAR 19 2024  
 BY: FL DO  
 1:50

**TOTAL AMOUNT IN WORDS:**  
**ONE HUNDRED SIXTY-SEVEN THOUSAND EIGHT HUNDRED PESOS ONLY** ₱ 167,800.00

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: 03/21/24

Very truly yours,  
  
**REMELYN R. RECOTER, MNSA, CESO III**  
 DIRECTOR IV  
 3/25/2024  
 2:56 PM

FUNDS AVAILABLE:  
 GILLIAN ROSE CILARGO  
 OIC-CHIEF ACCOUNTANT  
 OR/BUR No.: 2024-03-357  
 03-18-24  
 Amount: php 167,800