Republic of the Philippines

AGRICULTURAL TRAINING INSTITUTE

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PURCHASE ORDER

SUPPLIER: **BUKIDAMARA AGRI FARM**	P.O. No: 2024-04-103
ADDRESS: Brgy. Malupak, Luchan, Quezon	DATE: April 30, 2024
TIN:	MODE OF PROCUREMENT: NP-LEASE OF REAL PROPERTY AND VENUE

Gentlemen

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

Place of Delivery
Date of Delivery

Delivery Terms: 3 WORKING DAYS
Payment Term: LDAP

STOCK NO	UNIT	DESCRIPTION	QTY	UNIT COST	TOTAL COST
		Hall Rental, Food, and Accommodation (May 8-10,			
	pax	Accommodation - 12 rooms with 2 pax per room with two beds for 2 nights	24	800.00	38,400.00
	day	Hall Rental (2 days)	2	5,100.00	10,200.00
		Food			
		Inclusions: Buffet set-up for breakfast, lunch and dinner (3 viands choices of fish, seafood, chicken or beef with vegetable, soup and dessert) with free-flowing coffee, water and juice with complementary candies and peanuts			
		May 8, 2024		975.00	23,400.00
	serving	AM Snack (buffet) - Lomi with fresh juice	24		
	serving	Lunch (buffet) - Rice, 3 viands choices of vegetables, fish, seafood, chicken or beef with soup, dessert and fresh juice/softdrinks	24		
	serving	PM Snack (buffet) - Clubhouse with fresh juice	24		
	serving	Dinner (buffet) - Rice, 3 viands choices of vegetables, fish, seafood, chicken or beef with soup, dessert and fresh juice/softdrinks	24		
		May 9, 2024		1,200.00	28,800.00
	serving	Breakfast (buffet) - Rice, 2 viands choices of vegetables, fish, seafood, chicken/beef with soup, dessert and fruits	24		
	serving	AM Snack (buffet) - Arrozcaldo with fresh juice	24		
	serving	Lunch (buffet) - Rice, 3 viands, dessert and fresh juice/softdrinks	24		
	serving	PM Snack (buffet) - Pancit with bread and fresh juice	24		
	serving	Dinner (buffet) - Rice, 3 viands choices of vegetables, fish, seafood, chicken or beef with soup, dessert and fresh juice/softdrinks	24		
		May 10, 2024		800.00	19,200.00
	serving	Breakfast (buffet) - Rice, 2 viands choices of vegetables, fish, seafood, chicken/beef with soup, dessert and fruits	24		
	serving	AM Snack (buffet) - Burger with fresh juice	24		
	serving	Lunch (buffet) - Rice, 3 viands choices of vegetables, fish, seafood, chicken or beef with soup, dessert and fresh juice/softdrinks	24		
		Purpose: To be served during the activity entitled, "Harmony in Strategy: FY 2024 PPD Team Building" on May 8-10, 2024 in Region 4-A			

TOTAL AMOUNT IN WORDS:
ONE HUNDRED TWENTY THOUSAND PESOS ONLY — ₱ 120,000.00

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 every day of delay shall be imposed.

COMFORME:

Aina Liket Pavino
Signature Over Printed Name of Supplier

05-03-2024
Date

Very truly yours,

MELMELYN R. [illegible], MNSA, CESO III
DIRECTOR IV

FUNDS AVAILABLE:

GILLIAN [illegible] SALUIB
OIC-Chief Accountant

OR/BUR No: 2024-04-0553

Amount: Php. 120,000

COMMISSION ON AUDIT
RECEIVED BY:
5/8/2024
DATE
ATI
3:46 pm