



Republic of the Philippines
AGRICULTURAL TRAINING INSTITUTE
ATI Building, Euphrates Road, Gilmanan, Quezon City, Metro Manila 1130
Tel. Nos. (632) 8929-0541 to 49 & 8928-7357 | Fax No. (632) 8928-9792
Email: director@ati.da.gov.ph
URL: <http://www.ati.da.gov.ph>

PURCHASE ORDER

SUPPLIER: MARZON HOTEL
ADDRESS: Quezon Ave., Poblacion, Kalibo, Aklan

P.O. No.: 2024-06-152
DATE: June 13, 2024

MODE OF PROCUREMENT: NP-LEASE OF REAL PROPERTY
AND VENUE

TIN:
Gentlemen:

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

Place of Delivery:
Date of Delivery:

STOCK NO.	UNIT	DESCRIPTION	QTY	UNIT COST	TOTAL COST
	pax	June 17-21, 2024 Training Package in Aklan inclusive of: Food, accommodation and use of training/function hall			
		Food	40	6,000.00	240,000.00
		Full board meal			
		Shall include at least:			
		-Chicken or beef with lean meat and less fat			
		-Plain rice			
		-Vegetable Dish			
		-Dessert			
		-Any fish except cream dory			
		-Drinks (water, buko juice, iced tea)			
		Each snacks shall include the ff:			
		-Traditional Filipino delicacy or noodles			
		Bottled water/juice/iced tea			
		Unlimited water and brewed coffee			
	pax	Accommodation	40	5,000.00	200,000.00
		2-3 pax per room: single bed			
	pax	Training Hall and Facilities Rental (5 days)	40	2,500.00	100,000.00
		Inclusions: projector, white screen, strong Wi-Fi, microphones, sound system, white board			
	unit	Good for 40 pax			
		Transportation Rental	7	12,000.00	84,000.00
		Transport participants and TMT from airport to venue for 3 days			
		Purpose: For the conduct of 2024 RCEF-RESP Strategic Communications Midyear Assessment on June 17-21, 2024 in Aklan.			

TOTAL AMOUNT IN WORDS: SIX HUNDRED TWENTY-FOUR THOUSAND PESOS ONLY ₱ 624,000.00

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.

CONFORME: EMELYN P. RECOTER 6/14/2024
Signature Over Printed Name of Supplier Date

Very truly yours,
EMELYN P. RECOTER, MNSA, CESO III
DIRECTOR IV

FUNDS AVAILABLE: GILLIAN R. SALUB
OIC-CHIEF ACCOUNTANT

FOR/OUR No.: 4-1089 **Amount:** ₱ 624,000.00