



Republic of the Philippines
Department of Agriculture
AGRICULTURAL TRAINING INSTITUTE

ATI Building, Elliptical Road, Diliman, Quezon City, Metro Manila 1100
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Email: director@ati.da.gov.ph
URL: http://www.ati.da.gov.ph | www.e-extension.gov.ph

PURCHASE ORDER

SUPPLIER: PUNO FOOD SERVICES

ADDRESS: 235 San Gabriel, Sta Maria, Bulacan

TIN:

Gentlemen:

P.O. No.: 2024-05-133

DATE: May 29, 2024

MODE OF PROCUREMENT: NP-SMALL VALUE PROCUREMENT

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
	Food				
	serving	Day 1 (Breakfast, AM/PM, Lunch, Dinner)	20	1,000.00 ₱	20,000.00
	serving	Day 2 (Breakfast, AM/PM, Lunch, Dinner)	20	1,000.00	20,000.00
	serving	Day 3 (Breakfast, AM/PM, Lunch, Dinner)	20	1,000.00	20,000.00
	serving	Day 3 (PM Snack)	26	120.00	3,120.00
		Breakfast - Three (3) viands, rice, coffee, fresh fruits AM/PM - Pasta, juice, softdrinks (cocojuice)			
		Lunch - Three (3) viands, rice, fresh fruits (fish, pork/beef and veggies) with overflowing coffee, buffet			
		Supplier: With satisfactory rating			
		Winning bidder shall submit menu before conduct for approval of the project officer			
		All caterers and uniformed waiters are included			
		Training room and buffet set-up included			
		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 for 2024 AFU-OD Mid-Year Assessment and Planning Workshop on July 9-11, 2024 including Salamat Paalam for 1st Semester Retirees at the Training Facility of ATI Main Building.			

TOTAL AMOUNT IN WORDS:

SIXTY-THREE THOUSAND ONE HUNDRED TWENTY PESOS ONLY

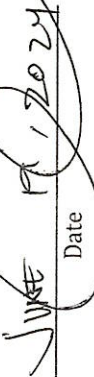
₱ 63,120.00

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.

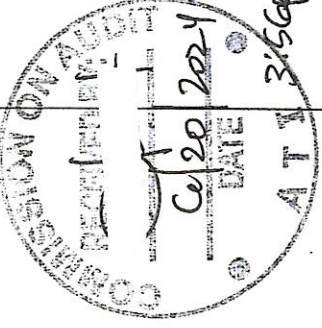
Very truly yours, 

COMFORME:


Signature Over Printed Name of Supplier


Date

REMELYN R. VENTURA, MNSA, CESO III
DIRECTOR IV


C/A 20 2024
DATE
ATI 3:56pm

FUNDS AVAILABLE:

OR/BUR No.: 2024-06-773

Amount: 66-10-24

Php: 63,120

GILLIAN ROSA D. SALUIB
OIC-CHIEF ACCOUNTANT


3:10 pm
Caudes