



DEPARTMENT OF AGRICULTURE
1898



Republic of the Philippines
Department of Agriculture
AGRICULTURAL TRAINING INSTITUTE
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PURCHASE ORDER

SUPPLIER: PUNO FOOD SERVICES

ADDRESS: 235 Sulukan San Gabriel, Sta Maria, Bulacan

TIN:

Gentlemen:

P.O. No.: 2024-05-119

DATE: May 20, 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
	pax	May 27 to 31, 2024 Food Breakfast (3 viands choices of vegetables, fish, meat - chicken/pork/ beef with soup, rice, dessert, fresh fruit juice and water) - buffet AM Snacks (Light serving choices of cakes, local delicacies, pasta, sandwiches and bottled soda) Lunch (3 viands choices of vegetables, fish, meat - chicken/pork/ beef with soup, rice, dessert, fresh fruit juice and water) - buffet PM Snacks (Light serving choices of cakes, local delicacies, pasta, sandwiches and bottled soda) Dinner (3 viands choices of vegetables, fish, meat - chicken/pork/ beef with soup, rice, dessert, fresh fruit juice and water) - buffet -with the provision of flowing hot choco and brewed coffee, water, mint candies, and/or mixed nuts Note: 1. No cream dory 2. Provision of staff/crew/waiters during catering and ensure they observe proper attire 3. Delivery time should be less than one (1) hour before the following schedules to ensure food safety and quality 3.1. Breakfast - 06:30 AM 3.2. AM Snacks - 10:00 AM 3.3. Lunch - 12:00 NN 3.4. PM Snacks - 3:00 PM 3.5. Dinner - 6:00PM 4. Supplier should submit at least three (3) very satisfactory ratings for the past six (6) months from previous clients 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 paymentof utilities to be incurred	16	P 1,050.00	P 84,000.00

TOTAL AMOUNT IN WORDS:

EIGHTY-FOUR THOUSAND PESOS ONLY

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:

107 

Signature Over Printed Name of Supplier

May 24, 2024

Date

Very truly yours,

REMELVN BARECOTER, MNSA, CESO III

DIRECTOR IV

FUNDS AVAILABLE:

GILLIAN BUSTILLO SALUIB
OIC-CHIEF ACCOUNTANT

OR/BUR No.: 2024 - 05 - 645

Amount: Pp. 84,000

579/2024

DATE

ATI 2:30pm

COMMISSION ON AUDIT