



Republic of the Philippines
Department of Agriculture
AGRICULTURAL TRAINING INSTITUTE

ATI Building, Elliptical Road, Diliman, Quezon City, Metro Manila 1100
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PURCHASE ORDER

SUPPLIER: **SD PUBLICATIONS INC.**

ADDRESS: G. Araneta cor. Ma. Clara St., Quezon City

TIN:

P.O. No.: 2024-05-111

DATE: May 3, 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: ATI, Diliman, Quezon City

Date of Delivery:

Delivery Terms: 1 WORKING DAY

Payment Term: LLDAP

STOCK NO.	UNIT	DESCRIPTION	QTY	UNIT COST	TOTAL COST
	pax	Food for May 31, 2024			
	pax	Breakfast - 4 viands choices of fish/chicken/beef, rice, and fresh fruit with overflowing coffee	12	₱ 100.00	₱ 1,200.00
	pax	AM Snacks - Light serving choices of either cakes, local	112	95.00	10,640.00
	pax	Lunch - 4 viands choices of vegetable/chicken/beef with soup, rice dessert, fresh fruit juices and bottled water	112	225.00	25,200.00
	pax	PM Snacks - Light serving choices of either cakes, local delicacies, pasta, sandwiches, burger with fresh fruit juices	112	95.00	10,640.00
	pax	Dinner - 4 viands choices of vegetable/chicken/beef with soup, rice dessert, fresh fruit juices and bottled water	2	225.00	450.00
		*free flowing coffee			
		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:			
		For the conduct of the 2024 PISTANG ANI NG BAYAN (Harvest Festival and Field Day) on May 31, 2024 at RDEC Training Hall, ATI Compound, Elliptical Road, Diliman, Quezon City.			



TOTAL AMOUNT IN WORDS:

FORTY-EIGHT THOUSAND ONE HUNDRED THIRTY PESOS ONLY

₱ 48,130.00

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:

Julie Ann Cabando

Signature Over Printed Name of Supplier

May 28, 2024

Date



Very truly yours,

REMELYN R. RECOTER, MNSA, CESO III
DIRECTOR IV

FUNDS AVAILABLE:

GILLIAN ROSE D. SALUIB
OIC-CHIEF ACCOUNTANT

OR/BUR No.: 2024-05-593

05-08-24

Amount:

Php - 48,130