



Republic of the Philippines  
 Department of Agriculture  
**AGRICULTURAL TRAINING INSTITUTE**  
 ATI Building, Elliptical Road, Diliman, Quezon City, Metro Manila 1100  
 Tel. Nos. (63-2) 8929-8541 to 49 & 8928-7397 | Fax No. (63-2) 8920-9792  
 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

P.O. No.: 2024-05-136  
 DATE: May 30, 2024  
 MODE OF PROCUREMENT: NP-SMALL VALUE  
 PROCUREMENT

TIN:  
 Gentlemen:

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

Place of Delivery:		Delivery Terms: 4 WORKING DAYS	
Date of Delivery:		Payment Term: LLDAP	
STOCK NO.	UNIT	DESCRIPTION	TOTAL COST
		Full Board Meals July 2-5, 2024 (4 days)	
servings	30	Breakfast - egg, 2 viands (meat and fish), rice, fruits	24,000.00
servings	30	AM Snack - light serving choices of either cakes, local delicacies, pasta, sandwiches, burger with juices	12,000.00
servings	30	Lunch - 2 viands (meat and fish), 1 vegetable, rice, soup, dessert and softdrinks	34,800.00
servings	30	PM Snack - light serving choices of either cakes, local delicacies, pasta, sandwiches, burger with juices	12,000.00
servings	30	Dinner - 2 viands (meat and fish), 1 vegetable, rice, soup, dessert and softdrinks	34,800.00
<p>Note:            Overflowing tea and 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 &amp; 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</p>			
Purpose:		Food for the PAD CY 2024 Midyear Assessment and CY 2025 Budget Execution Workshop on July 2-5, 2024 at the ATI, Elliptical Road, Diliman, Quezon City.	



**TOTAL AMOUNT IN WORDS:**

**ONE HUNDRED SEVENTEEN THOUSAND SIX HUNDRED PESOS ONLY**

₱ 117,600.00

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]*  
 Signature Over Printed Name of Supplier  
 JUL 4, 2024  
 Date

**REMELYN R. RECTOR, MNSA, CESO III**  
 DIRECTOR IY

AS AVAILABLE:

OR/BUR No.: 2024-06-730  
 Amount: 06-05-24  
 Php - 17,600

**GILLIAN ROSE D. SALUIB**  
 OIC-CHIEF ACCOUNTANT