



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

1898

PURCHASE ORDER

SUPPLIER: **SD PUBLICATIONS, INC.**

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

P.O. No.: 2024-06-140

DATE: June 5, 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.

STOCK NO.	UNIT	DESCRIPTION	Delivery Terms: 5 WORKING DAYS		
			QTY	UNIT COST	TOTAL COST
	servicing	July 1, 2024 Lunch - 3 viands: choices of vegetables, fish, meat (pork/chicken/ beef), soup, plain rice, dessert, fresh fruit, fruit juice and bottled water) - buffet	66	230.00	15,180.00
	servicing	PM Snacks - Light serving choices of cakes, local delicacies, pasta, sandwiches and fresh juice	66	130.00	8,580.00
	servicing	Dinner - 3 viands: choices of vegetables, fish, meat (pork/chicken/ beef), soup, plain rice, dessert, fresh fruit, fruit juice and bottled water) - buffet	66	230.00	15,180.00
	servicing	July 2-4, 2024 Breakfast - 3 viands: choices of vegetables, fish, meat (pork/chicken/ beef), egg, soup, plain rice, dessert, fresh fruit, fruit juice and bottled water) - buffet	66	230.00	45,540.00
	servicing	AM Snacks - Light serving choices of cakes, local delicacies, pasta, sandwiches and fresh juice	66	130.00	25,740.00
	servicing	Lunch - 3 viands: choices of vegetables, fish, meat (pork/chicken/ beef), soup, plain rice, dessert, fresh fruit, fruit juice and bottled water) - buffet	66	230.00	45,540.00
	servicing	PM Snacks - Light serving choices of cakes, local delicacies, pasta, sandwiches and fresh juice	66	130.00	25,740.00
	servicing	Dinner - 3 viands: choices of vegetables, fish, meat (pork/chicken/ beef), soup, plain rice, dessert, fresh fruit, fruit juice and bottled water) - buffet	66	230.00	45,540.00
	servicing	July 5, 2024 Breakfast - 3 viands: choices of vegetables, fish, meat (pork/chicken/ beef), egg, soup, plain rice, dessert, fresh fruit, fruit juice and bottled water) - buffet	66	230.00	15,180.00
	servicing	AM Snacks - Light serving choices of cakes, local delicacies, pasta, sandwiches and fresh juice	66	130.00	8,580.00
	servicing	Lunch - 3 viands: choices of vegetables, fish, meat (pork/chicken/ beef), soup, plain rice, dessert, fresh fruit, fruit juice and bottled water) - packed *with free flowing brewed coffee	66	230.00	15,180.00

STOCK NO.	UNIT	DESCRIPTION	QTY	UNIT COST	TOTAL COST
		<p>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</p> <p>Purpose: For the conduct of FY 2024 Administrative and Finance Midyear Cluster Forum on ATI-RDEC on July 1-5, 2024.</p>			

TOTAL AMOUNT IN WORDS:

TWO HUNDRED SIXTY-FIVE THOUSAND NINE HUNDRED EIGHTY PESOS ONLY

₱ **265,980.00**

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:

Very truly yours,

WENNY FLORES
Signature Over Printed Name of Supplier

REMELYN R. RECOTER, MNSA, CESO III
DIRECTOR IV

JULY 19, 2024
Date

FUNDS AVAILABLE:

GILLIAN ROSE L. SALUIB
OIC-CHIEF ACCOUNTANT

OR/BUR No.: 2024 - 06 - 774
06 - 10 - 24

Amount: Php. 265,980

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