



Republic of the Philippines
Department of Agriculture
AGRICULTURAL TRAINING INST. - JTE
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PURCHASE ORDER

SUPPLIER: MARZON HOTEL
ADDRESS: Quezon Ave., Poblacion, Kalibn, Aklan

P.O. No.: 2024-09-247
DATE: Sept. 24, 2024

TIN: _____
Gentlemen: _____
MODAL OF PROCUREMENT: NP-LEASE OF REAL PROPERTY AND VENUE

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

| STOCK NO. | UNIT | DESCRIPTION | Delivery Terms: 8 CALENDAR DAYS | | |
|-----------|-----------|--|---------------------------------|------------|--------------|
| | | | QTY | UNIT COST | |
| | | | | TOTAL COST | |
| | servicing | Food, Accommodation, Training Hall, and Vehicle Rental October 13-16, 2024 full board - buffet October 17, 2024 | 25 | P 1,000.00 | P 100,000.00 |
| | servicing | Breakfast, AM snacks, and lunch - buffet | 25 | 500.00 | 12,500.00 |
| | servicing | PM snacks and dinner - packed | 65 | 500.00 | 32,500.00 |
| | servicing | October 18, 2024 full board - packed | 65 | 1,000.00 | 65,000.00 |
| | servicing | October 19, 2024 full board - buffet | 25 | 1,000.00 | 25,000.00 |
| | | Food inclusions: 1. For breakfast, lunch and dinner, the service provider must serve three (3) viands choices of vegetables, fish meat-chicken/pork/beef with soup, rice, dessert, fresh fruit juice and bottled water. 2. For AM and PM snacks, the service provider must serve light serving choices of cakes, local delicacies, pasta, sandwiches and fresh fruit juice. 3. Flowing water, hot coffee and choco drinks 4. Peanuts and candies per table 5. Accommodation (October 13-19, 2024) Double or triple sharing rooms with complementary bottled water and toiletries and one (1) single room with complementary bottled water and toiletries 6. Training Hall 7 days use of hall with provision of audio visual equipment (including projector, white board, sound system, wireless microphones, extension cords, event tarpaulin and strong WiFi/internet connection 7. Vehicle Rental October 13, 2024 (airport to venue) October 17-18, 2024 (field visit) October 20, 2024 (venue to airport) Vehicle must have at least 10 seater capacity and fully airconditioned, availability of a 24-hours action team to any road/traffic emergency situation such as accident and breakdown Inclusive of VAT, driver food, fuel cost, toll fees and all applicable taxes and charges | 25 | 993.41 | 173,846.75 |
| | pax | | 7 | 16,000.00 | 112,000.00 |
| | unit | | 3 | 350.00 | 1,050.00 |
| | unit | | 3 | 5,400.00 | 32,400.00 |
| | unit | | 3 | 350.00 | 1,050.00 |
| | | | | | 555,346.75 |

TOTAL AMOUNT IN WORDS:
FIVE HUNDRED FIFTY-FIVE THOUSAND THREE HUNDRED FORTY-SIX PESOS AND 75/100 ONLY P 555,346.75
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 every day of delay shall be imposed.

CONFORME:  Very truly yours
Signature Over Printed Name of Supplier
10/10/2024 Date
REMEYLA R. REODTER, MNSA, CESO III
DIRECTOR IV

FUNDS AVAILABLE: _____
OR/BUR No.: 2024-097-193
Amount: P 555,346.75
GILLIAN ROMO KALUB
OIC-CHIEF ACCOUNTANT



Check
10/10/2024