



PURCHASE ORDER

SUPPLIER: **M.P EVANGELISTA CATERING SERVICES**
ADDRESS: 227 SAN GABRIEL, SANTA MARIA, BULACAN

P.O. No.: 2020-11-189
DATE: Nov. 16, 2020

TIN: 414-713-157-000

MODE OF PROCUREMENT: SHOPPING 52.1 A

Gentlemen:

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

Place of Delivery: ATI, Diliman, Quezon City

Delivery Terms: 6 WORKING DAYS

Date of Delivery:

Payment Term: LDDAP

| STOCK NO. | UNIT | DESCRIPTION | QTY | UNIT COST | TOTAL COST |
|-----------|------|--|-----|-----------|------------|
| | pax | November 17, 2020 Morning snack, lunch, afternoon snack, dinner | 45 | ₱ 950.00 | ₱ 42750.00 |
| | pax | November 19, 2020 Morning snack, lunch, afternoon snack, dinner | 10 | 950.00 | 9500.00 |
| | pax | November 25, 2020 Morning snack, lunch, afternoon snack, dinner | 10 | 950.00 | 9500.00 |
| | pax | December 1, 2020 Morning snack, lunch, afternoon snack, dinner | 10 | 950.00 | 9500.00 |
| | pax | December 10, 2020 Morning snack, lunch, afternoon snack, dinner | 10 | 950.00 | 9500.00 |
| | pax | December 15, 2020 Morning snack, lunch, afternoon snack, dinner | 10 | 950.00 | 9500.00 |
| | | "Prospective supplier must have a satisfactory rating feedback from previous contract with ATI or must not have been complained of any unsatisfactory service(s)" | | | |
| | | All food and beverage items shall be purchased by the requesting party. The catering needs of the requesting party, if any shall be outsourced outside. 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: National Consultation Meeting and Planning Workshop on the Crafting of NAP for UNDFP | | | |



TOTAL AMOUNT IN WORDS:

NINETY THOUSAND TWO HUNDRED FIFTY PESOS ONLY

₱ 90,250.00

In case of failure to make the full delivery within the time specified above, a penalty of one percent (1%) for everyday of delay shall be imposed.

CONFORME:

Very truly yours,

Signature Over Printed Name of Supplier

ALFREDO S. ATON, MPS-DM
DIRECTOR IV

Date

FUNDS AVAILABLE:

ALYZA JANE VILLAMARZO-CARBUNGO
OIC CHIEF ACCOUNTANT

OR/BUR No.: 2020-11-1272
11-16-20

Amount: Php. 90,250

11/16/2020