



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: **M.P. EVANGELISTA CATERING SERVICES**  
 ADDRESS: 235 SAN GABRIEL, STA. MARIA, BULACAN

P.O. No.: 2021-12-243  
 DATE: December 3, 2021

TIN: 439-401-859-000

MODE OF PROCUREMENT:

NP-SMALL VALUE  
 PROCUREMENT

Gentlemen:

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

STOCK NO.	UNIT	DESCRIPTION	QTY	UNIT COST	TOTAL COST
	pax	<p><b>Meals</b></p> <p><b>December 6, 7 &amp; 9, 2021</b></p> <p>Breakfast, Lunch and Dinner (Buffet)</p> <p>No. of pax: 45 (including 1 vegetarian - no pork, beef, or chicken)</p> <p>Breakfast</p> <p>Brewed coffee/tea unlimited water</p> <p>bread/fried rice/steamed rice</p> <p>fried/boiled/scrambled egg</p> <p>1 kind of meat viands/dishes such as fish, pork, poultry and beef with more lean meat and less fat</p> <p>fresh fruit</p> <p>Lunch/Dinner shall include at least:</p> <p>Two (2) of meat viands/dishes such as fish, pork, poultry and beef with more lean meat and less fat</p> <p>vegetable dish/salad</p> <p>plain rice</p> <p>dessert</p> <p>drinks (water/fruit juice/coconut juice/soft drinks, in can/bottle)</p> <p><i>*Prospective supplier must have a satisfactory rating feedback form previous contract with ATI or must not have been complained of any unsatisfactory service/s.</i></p> <p><i>Note: As per Memorandum No. 1 s 2020 dtd. January 06, 2020, Ite, #7 states that, "The consumption of water and light in the use of their catering function shall be borne by the caterer 30 to 50 pax- P200/day. The caterer shall pay on the first day of the event &amp; shall be issued official receipt."</i></p>	45	150.00 ₱	20,250.00
				580.00	78,300.00



**TOTAL AMOUNT IN WORDS:**  
 NINETY EIGHT THOUSAND FIVE HUNDRED FIFTY PESOS ONLY

₱ 98,550.00

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 every day of delay shall be imposed.

CONFORME:

Very truly yours,  
 Signature Over Printed Name of Supplier  
 (12/15/21)  
 Date

Very truly yours,  
 ROSANA P. MULA, PhD  
 OIC-DIRECTOR IV

FUNDS AVAILABLE:

OR/BUR No.: 2021-12-1323  
 12-06-21

Amount: P 98,550

Amount: P 98,550