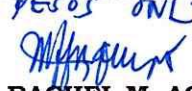


PURCHASE ORDER
PHILIPPINE INFORMATION AGENCY

| | | | | | |
|---|-------------|--|---|------------------|------------------|
| Supplier : LAI'S CATERING SERVICES Address : 9 Mahiyain St. Teachers Village West Quezon City | | P.O. No. : 23-11-072 Date : 24 November 2023 Mode of Procurement : Small Value Procurement | | | |
| Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein: | | | | | |
| Place of Delivery : <u>PIA, Quezon City</u> | | Delivery Term : 28-30 Nov 2023 | | | |
| Date of Delivery : | | Payment Term : | | | |
| Stock/ Property No. | Unit | Description | Quantity | Unit Cost | Amount |
| | PAX | PROVISION FOR MEALS FOR THE PARTICIPANTS OF COMMUNICATION RESEARCH TRAINING ON 28-30 NOV 2023. I. The catering services should deliver the following 1 to 2 hours before serving time: Packed Meals for 30 participants on November 28-30, 2023 (AM/PM Snacks and Lunch); Free Flowing Coffee II. The caterer must prepare a diverse and balanced menu as approved by PIA. The menu should be submitted for approval 3 to 5 calendar days before the date of the event. III. Quality and Presentation: Food quality should meet industry standards. The caterer is expected to maintain high standards of hygiene and cleanliness throughout the engagement of services. | 30 x 3 days | 485.00 | 43,650.00 |
| Purpose : Meals for the participants during the Communication Research Training | | | REQUISITIONING OFFICE/DEPT <div style="background-color: blue; color: white; padding: 5px; display: inline-block;"> MARK FOR REDACTION </div> EL _____ RTIN _____ Chief, HRDD GRAND TOTAL PHP 43,650.00 | | |
| (Total Amount in Words) FORTY-THREE THOUSAND SIX HUNDRED FIFTY PESOS ONLY (PHP 43,650.00) | | | | | |
| In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s. | | | | | |
| Conforme | | Very truly yours, | | | |
| <div style="background-color: blue; color: white; padding: 10px; width: 150px; margin: 0 auto;"> MARK FOR REDACTION </div> | | <div style="background-color: blue; color: white; padding: 10px; width: 150px; margin: 0 auto;"> MARK FOR REDACTION </div> | | | |
| Signature over Printed Name of Supplier _____ 11/28/2023 Date | | Signature over Printed Name of Authorized WILSON T. BUERANO JR. Deputy Director-General Designation | | | |
| Fund Cluster : _____ Funds Available : <u>FIFTY THREE THOUSAND SIX HUNDRED FIFTY PESOS ONLY</u> <div style="text-align: center;">  ADELE RACHEL M. AQUINO OIC, Agency Accountant </div> | | | ORS/BURS No. : <u>02-101161-2023-11-2698</u> Date of the ORS/BURS: <u>28-NOV-2023</u> Amount : <u>₱ 43,650.00</u> | | |
| Supplier's Bank Name& Branch: Supplier's Bank Account Name : Supplier's Bank Account Number : | | | | | |