

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte **Tracking No.:**

PURCHASE ORDER

Supplier :	VSU PAVILION	P.O No:	PO-STF-2024-07-0566		
Address :	VSU Visca, Baybay City, Leyte	Date:	23-Jul-24		
TIN:		PR No:	STF-2024-07-0001-C		
		Mode of Procurement: NP-SVP			
Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery: VSU-Main Campus, Visca, Baybay City, Leyte		Delivery Term: FOB - VSU Main Campus			
Date of Delivery: Within 30 calendar days upon receipt of P.O.		Payment Term: As per cost of meals served			
Item No.	Description	Unit	QTY	Unit Cos	Amount
Guests (50); Working Committees (100); UADCO (48); Peace and Order Personnel (106) = 304					
	July 30, 2024 (Rehearsals)				
1	AM Snacks (Working Committees), Water	pax	20	25.00	500.00
2	PM Snacks (Working Committes), Water	pax	20	25.00	500.00
	July 31, 2024 (Rehearsals)				
3	AM Snacks (Working Committees), Water	pax	20	25.00	500.00
4	PM Snacks (Working Committes), water	pax	20	25.00	500.00
	August 1, 2024 (Rehearsals)				
5	AM Snacks (Working Committees), Water	pax	20	25.00	500.00
6	PM Snacks (Working Committes), Water	pax	20	25.00	500.00
	August 2, 2024 (General Rehearsal)				
7	AM Snacks (Working Committees), Bread and Water	pax	50	60.00	3,000.00
8	PM Snacks (Working Committees), Bread and Water	pax	50	60.00	3,000.00
9	Evening Snacks (Working Committees), Bread and Water	pax	50	60.00	3,000.00
	Meals: August 5, 2024 (Baccalaureate Mass)				
10	Brunch-Guesthouse (Guest, BOR, Key Officials)	pax	15	200.00	3,000.00
	<i>*Fish daing, beef w/ mushroom sauce, pako and cucumber salad, fruits, lemon juice w/ cucumber, water</i>				
11	Snacks for Chior	pax	25	60.00	1,500.00
	Meals: August 6, 2024 (Graduation: Cluster 1)				
12	Lunch (Guest, BOR, Key Officials)	pax	60	250.00	15,000.00
	<i>*Corn soups, beef w/ brocolli, steamed fish, mixed vegetables w/ pork, macaroni penne, fruits, lemon juice w/ carrots, water</i>				

13	PM Snacks (Working Committees) Water/Juice	pax	100	25.00	2,500.00
14	PM Snacks (Peace and Order Personnel), Meat Bread and Water	pax	106	80.00	8,480.00
15	Dinner (Guests, UADCO members, Working Committees)	pax	180	250.00	45,000.00
<i>*Pok in sweet and sour sauce, fish marsala, stir fried vegetable, carrot cake, fruits, lemon juice w/ cucumber, water</i>					
Meals: August 7, 2024 (Graduation: Clusters 2 and 3)					
16	AM Snacks-Gym (Guests, UADCO members, Working Committees), Water and Juice	pax	180	25.00	4,500.00
17	AM Snacks (Peace and Order Personnel) Biko (2 pcs) and Lemon juice w/ cucumber	pax	106	80.00	8,480.00
18	Lunch-RDE Hall (Guests, UADCO members, Working Committees)	pax	60	250.00	
<i>*Garlic buttered chicken, fish in sweet and sour sauce, fresh garden salad w/ dressing, fruits, lemon juice w/ cucumber, water</i>					
19	Lunch (BFP, PNP, and EOD)	pax	21	200.00	200.00
<i>*Garlic buttered chicken, fish in sweet and sour sauce, fresh garden salad w/ dressing, fruits, lemon juice w/ cucumber</i>					
20	PM Snacks-Gym (Guests, UADCO members, Working Committees), Water/Juice	pax	180	25.00	25.00
21	PM Snacks-Gym (Peace and Order Personnel), Empanada (2 pcs) and Water	pax	106	80.00	80.00
22	Dinner-Guest (Guests, UADCO members, Working Committees)	pax	180	250.00	250.00
<i>*Pancit molo soup, beef w/ mushroom sauce, baked fish, mixed vegetables w/ pork, fruits, lemon juice w/ carrot</i>					
Purpose: For the conduct of the 71st Commencement Exercises on August 6-7, 2024.					
Intended: OVPA (R.S. GRAVOSO)					
TOTAL:					101,015.00
Total Amount in Words: ONE HUNDRED ONE THOUSAND FIFTEEN PESOS ONLY					
<div style="text-align: right;">Very truly yours,</div> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 60%;"> <p>Conforme:</p> <p>_____</p> <p>Supplier's signature Over Printed Name</p> <p>_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 35%; text-align: center;"> <p>PROSE IVY G. YEPES</p> <p>_____</p> <p>President</p> </div> </div>					
Fund Cluster: _____			ORS/BURS No. : _____		
Funds Available _____			Date of ORS/BURS: _____		
<p style="text-align: center;">NICK FREDDY R. BELLO</p> <p style="text-align: center;">Head, Accounting Division</p>			Amount: _____		