

ASTI – FM 03-17
 REV 0 / 02 April 2018

PURCHASE ORDER

Supplier:	Leandro's Specialties and Catering Services	PO No.:	19-11-0228
Address:	Gahol Bldg., F. Torres St., Brgy. 11-B, Poblacion District, Davao City	PO Date:	November 04, 2019
TIN:	144-987-148-000	Mode of Procurement:	NP: Small Value Procurement

Gentleman:

Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery:	CAAP Compound, Davao City	Delivery Term:	Per end-user' schedule
Date of Delivery:		Payment Term:	Government Terms
		Warranty Term:	

Stock / Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	lot	Catering Services for the DGRS Inauguration 2019	1	₱809,350.00	₱809,350.00
		1. Tentative date/s: 08/09 November 2019 (final schedule shall be provided by end-user) 2. Requirement: Wholeday catering services package, inclusive of AM & PM snacks with Buffet lunch and Dinner/ Networking Cocktails 3. Location: CAAP Compound, Davao City 4. Estimated Number of participants: 350 persons (Maximum). Final number of participants will be advised by the DOST-ASTI a week before the actual activity 5. Ingress: A day before the confirmed schedule or as confirmed by DOST-ASTI 6. Egress: 10pm-12am onwards on actual event or as soon as all guests have left the venue. For late egress conditions, staging and holding area for equipment and supplies should be provided by supplier (e.g. additional small tent) 7. Rates quoted in the proposal should be inclusive of all applicable government taxes and service charges 8. Final menu shall be approved by DOST-ASTI 9. Supplier must have an experience in dealing with PSG/ President's preferred menu and activity setup 9. Detailed specifications are provided in the attached Terms of Reference (TOR) 10. In case of conflict between the specifications on the Purchase Request and TOR, the TOR shall prevail			
				TOTAL:	₱809,350.00
(Total Amount in Words)		Eight Hundred Nine Thousand Three Hundred Fifty Pesos			

The contract price is inclusive of taxes and other fees or charges. 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. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, DOST-ASTI may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances and in accordance with the provisions of the latest implementing rules and regulations of RA 9184.

Conforme:


Very Truly Yours,

(Signature over Printed Name of Supplier)


JOEL JOSEPH S. MARCIANO, JR., Ph.D.

Acting Director

(Date)

Fund Cluster:	01	ORS / BURS No.:	01101101 2019-11-000809
Funds Available:	₱ 809,350.00	ORS / BURS Date:	November 4, 2019
		Amount:	₱ 809,350.00
 GAY CONCEPCION S. BUGAGAO Accountant III			



04 November 2019

NOTICE TO PROCEED
 ALTERNATIVE MODE OF PROCUREMENT

Ms. THERESA I. LOPEZ
 Authorized Representative
Leandro's Specialties and Catering Services
 Gahol Bldg., F. Torres St.
 Brgy. 11-B, Poblacion District
 Davao City

Dear Ms. Lopez,

This Notice to Proceed is hereby issued for the following contract details:

Contract Name	: <u>Catering Services for the DGRS Inauguration 2019</u>
Purchase Request No.	: <u>GAA-19-07-8127</u>
Purchase / Work Order No.	: <u>19-11-0228</u>
Total Contract Price	: <u>Php 809,350.00</u>
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: <u>Eight Hundred Nine Thousand Three Hundred Fifty Pesos</u>

Upon issuance of this Notice, your company, **Leandro's Specialties and Catering Services** is hereby directed to commence the delivery of items and/or performance of services stipulated in the said Purchase Order which shall become due and demandable in accordance with the delivery schedule stipulated therein.

Please acknowledge receipt and acceptance of this Notice by signing in the space provided below. There are two (2) copies of this document; you may keep one copy and return the other to the Bids and Awards Committee (BAC) Secretariat of the Advanced Science and Technology Institute. Should you have any questions or clarifications, you may reach us at bac-sec@asti.dost.gov.ph.

Respectfully,


JOEL JOSEPH S. MARCIANO, JR., Ph.D.
 Acting Director ✓

DATE OF ISSUANCE:

RECEIVED BY:

 Signature over Printed Name

 Date and Time