



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

PURCHASE ORDER

Supplier: Meyer's Foods and Services, Inc.	PO No.: 19-12-0275
Address: 99 Dapitan St. cor. Biak na Bato St., Brgy. Sto. Domingo, Quezon City	PO Date: December 16, 2019
TIN: 240-012-736-000	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: ASTI Bldg., C.P. Garcia Ave., U.P. Technology Park Complex, U.P. Campus, Diliman, Quezon City 1101	Delivery Term: 19 December 2019
Date of Delivery:	Payment Term: Government Terms
	Warranty Term:

Stock / Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	Lot	2019 ASTI Family Day Catering Service	1	₱105,300.00	₱105,300.00
		<ul style="list-style-type: none"> - Tentative Date: 19 December 2019 - Venue: ASTI Training Room, ASTI Bldg., CP Garcia Avenue, Diliman, Quezon City - No. of pax: 234 pax (maximum) - Confirmation of actual number of participants will be relayed to the winning bidder five (5) days before the event - Requirement: Buffet lunch and light snacks (AM & PM) - Menu shall be approved by end-user - Full catering setup (utensils, round table with linen cover and centerpiece, chairs and linen cover) - Set-up time for catering service is 6:00 AM; Serving times are 9:00AM (AM Snack); 12:00NN (Lunch); and 3:00 PM (PM Snack) - Cost of food should not be more than Php500.00 per person - Bidder to enclose accomplished criteria, together with the quotation - Quotation must be inclusive of tax, fees, and charges - Payment shall be on send bill arrangement only 			
				TOTAL:	₱105,300.00
(Total Amount in Words)		One Hundred Five Thousand Three Hundred 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,

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

Acting Director

(Signature over Printed Name of Supplier)

(Date)

Fund Cluster:	<u>01</u>	ORS / BURS No.:	<u>0101112019-12-001002</u>
Funds Available:	<u>P 105,300.00</u>	ORS / BURS Date:	<u>December 16, 2019</u>
		Amount:	<u>P 105,300.00</u>
 GAY CONCEPCION S. BUGAGAO Accountant III			



Republic of the Philippines
Department of Science and Technology

ADVANCED SCIENCE AND TECHNOLOGY INSTITUTE



16 December 2019

NOTICE TO PROCEED
ALTERNATIVE MODE OF PROCUREMENT

Ms. GERALDINE NORA S. AQUINO
Senior Account Manager
Meyer's Foods and Services, Inc.
99 Dapitan St.cor. Biak na Bato St.
Brgy. Sto. Domingo, Quezon City

Dear Ms. Aquino,

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

	Contract Name	: <u>2019 ASTI Family Day Catering Service</u>
	Purchase Request No.	: <u>GAA-19-11-9293</u>
	Purchase / Work Order No.	: <u>19-12-0275</u>
	Total Contract Price	: <u>Php 105,300.00</u>
(inclusive of taxes, import duties and all other charges or fees)	Total Contract Price in Words	: <u>One Hundred Five Thousand Three Hundred Pesos</u>

Upon issuance of this Notice, your company, **Meyer's Foods and Services, Inc.** 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
JOEL JOSEPH S. MARCIANO, JR., Ph.D.
Acting Director

DATE OF ISSUANCE:

RECEIVED BY:

Signature over Printed Name

Date and Time