



ASTI - FM 03-17  
REV 2 / 31 January 2020

**PURCHASE ORDER**

<b>Supplier:</b>	<b>ESCA'S GARDEN RESTAURANT</b>	<b>PO No.:</b>	<b>ULAT-23-03-003</b>
<b>Address:</b>	<b>Ma. Clara Ave., Aurora Subd., Brgy. Villa Anita, Iloilo City</b>	<b>PO Date:</b>	<b>March 3, 2023</b>
<b>TIN:</b>	<b>216-917-612-000</b>	<b>Mode of Procurement:</b>	<b>NP-53.9 Small Value Procurement</b>

Gentleman:

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

<b>Place of Delivery:</b>	<b>ASTI Bldg., C.P. Garcia Ave., U.P. Technology Park Complex, U.P. Campus, Diliman, Quezon City 1101</b>	<b>Delivery Term:</b>	<b>Per end-user's schedule</b>
<b>Date of Delivery:</b>		<b>Payment Term:</b>	<b>Government Terms</b>
		<b>Warranty Term:</b>	

Stock / Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	Lot	<p><b>CATERING SERVICES FOR THE INAUGURATION OF THE 3.5-METER SATELLITE ANTENNA IN DUMANGAS, ILOILO</b></p> <p>1.GENERAL STATEMENT</p> <p>1.1.The Advanced Science and Technology Institute (herein referred to as the "Institute") is seeking qualified and competent bidders for the catering services for the Inauguration of the 3.5-meter Satellite Antenna in Dumangas, Iloilo.</p> <p>1.2.The Approved Budget for the Contract is inclusive of all applicable government taxes and services charges.</p> <p>1.3.The technical specifications indicated herein are minimum requirements, unless otherwise specified.</p> <p>2.SPECIFICATIONS</p> <p>2.1.PLACE, SCHEDULE OF INGRESS AND EGRESS, AND DATES OF EVENT</p> <p>2.1.1. Tentative Schedule - March 10, 2023</p> <p>2.1.1.1. End-user will confirm the final schedule at least two (2) weeks before the event.</p> <p>2.1.2. Place - Dumangas, Iloilo</p> <p>2.1.3. Ingress</p> <p>2.1.3.1. At least a day before the confirmed schedule or as confirmed by ASTI.</p> <p>2.1.4. Egress</p> <p>2.1.4.1. 8 PM-10 PM onwards on the actual event or as soon as all guests have left the venue.</p> <p>2.2.CATERING SERVICES REQUIREMENTS</p> <p>2.2.1. At least five (5) uniformed waiters.</p> <p>2.2.2. Corporate styling for catering, i.e., candies in</p>	1	₱70,000.00	₱70,000.00

Postal Address : ASTI Bldg., U.P. Technology Park Complex,  
CP Garcia Ave., Diliman, Quezon City 1101  
Website : [www.asti.dost.gov.ph](http://www.asti.dost.gov.ph)  
Email : [info@asti.dost.gov.ph](mailto:info@asti.dost.gov.ph)

Tel No. : +632 8249-8500  
+632 8426-9755;  
Fax No. : +632 8426-9764

bowl on tables, among others.

2.2.3. Meal Requirements

2.2.3.1. Meals composed of AM snacks, lunch, and PM snacks which will be served for one hundred (100) persons.

2.2.3.2. With overflowing coffee or tea during the whole event

2.2.3.3. Complimentary standby mineral water dispenser (hot and cold) inside the conference room or equivalent during all the meeting sessions.

2.2.3.4. AM snacks and PM snacks must be plated.

2.2.3.5. Lunch and dinner must be served with assisted service buffet setup.

2.2.3.6. Buffet must include 10% buffer.

2.2.3.7. Preferred menu for AM and PM SNACKS:

2.2.3.8. One (1) pasta with bread or any local cuisine in the area; and

2.2.3.9. Fruit Juice/Soda/Iced tea in a sealed bottle or served to the guests' table in a drinking glass.

2.2.3.10. Preferred menu for LUNCH:

2.2.3.10.1. Two (2) to three (3) set of viands (chicken, beef, or fish);

2.2.3.10.2. Vegetable dish;

2.2.3.10.3. White rice;

2.2.3.10.4. With fruits or desserts;

2.2.3.10.5. Fruit Juice/Soda/Iced tea in a sealed bottle or served to the guests' table in a drinking glass; and

2.2.3.10.6. Ten (10) bottles of wine for the toast part of the program, which is good for one hundred (100) persons, with wine glasses.

2.2.3.11. Other Requirements

2.2.3.11.1. Menu list shall be approved by end-user.

2.2.3.11.2. Dedicated one (1) Account Manager to liaise and coordinate with ASTI prior, during, and after the event.

**3. DELIVERY AND PAYMENT TERMS**

3.1. Payment shall be based on the NUMBER OF CONFIRMED PEOPLE by the end-user three days prior to the event.

3.2. Payment shall only be processed after certification/acceptance of the end-user that the service has been delivered in accordance with the terms of this contract. No payment shall be made for services not yet rendered.

3.3. In the event of force majeure, ASTI has the right to terminate the contract when, as a result of force majeure, the supplier is unable to deliver or perform any or all of the Goods/Services pursuant to the 2016 IRR of RA No. 9184.

*(Please see attached quotation.)*

			<b>TOTAL:</b>	<b>P70,000.00</b>
<b>(Total Amount in Words)</b>		<b>Seventy Thousand Pesos Only</b>		

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,




**FRANZ A. DE LEON, Ph.D.**

Director, DOST-ASTI

\_\_\_\_\_  
(Signature over Printed Name of Supplier)

\_\_\_\_\_  
(Date)

<b>Fund Cluster:</b>	<u>51</u>	<b>ORS / BURS No.:</b>	<u>073086012023-03-00058</u>
		<b>ORS / BURS Date:</b>	<u>March 3, 2023</u>
<b>Funds Available:</b>	<u>₱ 70,000.00</u>	<b>Amount:</b>	<u>₱ 70,000.00</u>
 <b>GAY CONCEPCION S. BUGAGAO</b> Accountant III			



03 March 2023

**NOTICE TO PROCEED**  
 ALTERNATIVE MODE OF PROCUREMENT

**Ms. RAFAEL J. CORDOVA**  
 Owner  
**ESCA'S GARDEN RESTAURANT**  
 Ma. Clara Ave., Aurora Subd.  
 Brgy. Villa Anita, Iloilo City

Dear Ms. Cordova,

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

Contract Name	: <b>Supply and Delivery of One (1) Lot Catering Services for the Inauguration of the 3.5-Meter Satellite Antenna in Dumangas, Iloilo</b>
Purchase Request No.	: <b>ULAT-23-02-16086</b>
Purchase / Work Order No.	: <b>ULAT-23-03-003</b>
Total Contract Price	: <b>Php 70,000.00</b>
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: <b>Seventy Thousand Pesos</b>

Upon issuance of this Notice, your company, **ESCA'S GARDEN RESTAURANT** 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,

  
**FRANZ A. DE LEON, Ph.D.**  
 Director

DATE OF ISSUANCE:

March 06, 2023

RECEIVED BY:

\_\_\_\_\_  
 Signature over Printed Name

\_\_\_\_\_  
 Date and Time

Postal Address : ASTI Bldg., U.P. Technology Park Complex,  
 CP Garcia Ave., Diliman, Quezon City 1101  
 Website : www.asti.dost.gov.ph  
 Email : info@asti.dost.gov.ph

Tel No. : +632 8249-8500  
 +632 8426-9755;  
 Fax No. : +632 8426-9764

ASTI-FM 03-19  
 REV 1 / 13 January 2020