



Republic of the Philippines
Department of Science and Technology
ADVANCED SCIENCE AND TECHNOLOGY INSTITUTE



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

PURCHASE ORDER

Supplier:	MEYER'S FOODS AND SERVICES, INC.	PO No.:	NetMesh-23-08-009
Address:	99 Dapitan St., cor. Biak na Bato St., Brgy. Sto. Domingo, Quezon City	PO Date:	August 29, 2023
TIN:	240-012-736-000	Mode of Procurement:	NP-53.9 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:	Per end-user's schedule
Date of Delivery:		Payment Term:	Government Terms
		Warranty Term:	

Stock / Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	Lot	<p>Catering services for the Training of NTC IT Personnel</p> <p>1. BACKGROUND AND OBJECTIVES</p> <p>1.1. The Advanced Science and Technology Institute (ASTI) is seeking qualified and competent bidders for the PROVISION OF CATERING SERVICES, for the conduct of the TRAINING OF NTC IT PERSONNEL.</p> <p>2. MINIMUM REQUIREMENTS</p> <p>2.1. One (1) Lot Catering Service for Training of NTC IT Personnel</p> <p>2.2. Venue</p> <p>2.2.1. ASTI Training Room, ASTI Bldg., UP Technology Park Complex, CP Garcia Ave., Diliman, Quezon City 1101</p> <p>2.3. Schedule</p> <p>2.3.1. 22-25 August 2023 (Four (4)-day activity)</p> <p>2.3.1.1. Above dates are tentative schedules. End-user will confirm the schedule at least three (3) days before the actual event.</p> <p>2.4. Number of Attendees</p> <p>2.4.1. Estimated thirty (30) pax per day.</p> <p>2.4.1.1. End-user will confirm the number of attendees at least three (3) days before the event.</p> <p>2.5. Budget</p> <p>2.5.1. P700.00 per pax per day (Maximum)</p> <p>2.6. Managed buffet with free-flowing brewed coffee.</p> <p>2.6.1. AM Snacks to be served at 10:00 AM</p> <p>2.6.1.1. Snacks with beverage</p> <p>2.6.1.2. Must include one (1) plated vegetarian snack (no onion, no garlic, no spring onion, no leeks)</p> <p>2.6.2. Lunch to be served at 12:00 NN</p> <p>2.6.2.1. Menu Set:</p> <p>2.6.2.1.1. Soup</p> <p>2.6.2.1.2. Choice of two (2) viands among chicken, pork, beef, and fish</p>	1	P66,600.00	P66,600.00

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


	<p>2.6.2.1.3. Vegetables</p> <p>2.6.2.1.4. Dessert</p> <p>2.6.2.1.5. Beverage/Drinks</p> <p>2.6.2.1.6. One (1) plated vegetarian meal (no onion, no garlic, no spring onion, no leeks)</p> <p>2.6.3. PM snacks to be served at 3:00 PM</p> <p>2.6.3.1. Snacks with beverage</p> <p>2.6.3.2. Must include one (1) plated vegetarian snacks (no onion, no garlic, no spring onion, no leeks)</p> <p>2.7. Menu choices are to be PROVIDED BY THE VENDOR, ATTACHED TO THE QUOTATION.</p> <p>3. SERVICES</p> <p>3.1. Supplier must have at least ten percent (10%) buffer on all meals to be served without additional cost.</p> <p>3.2. Set up of food buffet table with dinnerware and with servers.</p> <p>3.3. Servers should wear name tags for proper identification.</p> <p>3.4. Provision of an electric coffee percolator.</p> <p>3.5. Catering staff should be fully vaccinated and must comply with the prescribed ASTI/IATF health protocols while inside ASTI premises.</p> <p>4. PRICING AND PAYMENT</p> <p>4.1. Price should be inclusive of tax, vat, and other charges.</p> <p>4.2. Payment to the supplier will be through LDDAP (Landbank transfer).</p> <p>4.3. Provision of Official Receipt by the supplier upon receipt of full payment.</p> <p>(Please see attached quotation.)</p>			
				TOTAL: P66,600.00
(Total Amount in Words)		Sixty Six Thousand Six Hundred Pesos Only		

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)


FRANZ A. DE LEON, Ph.D. Digitally signed by Franz A. De Leon

Director, DOST-ASTI

(Date)

Fund Cluster:	<u>07</u>	ORS / BURS No.:	<u>073086012023-08-000153</u>
Funds Available:	<u>PHP 66,600.00</u>	ORS / BURS Date:	<u>AUGUST 30, 2023</u>
		Amount:	<u>₱ 66,600.00</u>
 GAY CONCEPCION S. BUGAGAO Accountant III			



Republic of the Philippines
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29 August 2023

NOTICE TO PROCEED
ALTERNATIVE MODE OF PROCUREMENT

Ms. GERALDINE NORA S. AQUINO
Sr. 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	: Supply and Delivery of One (1) Lot Catering services for the Training of NTC IT Personnel
Purchase Request No.	: NetMeshR8-23-08-17293
Purchase / Work Order No.	: NetMesh-23-08-009
Total Contract Price	: Php 66,600.00
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: Sixty Six Thousand Six Hundred Pesos

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


FRANZ A. DE LEON, Ph.D. Digitally signed by Franz A. De Leon
Director

DATE OF ISSUANCE:

Sep 05, 2023

RECEIVED BY:

Signature over Printed Name

Date and Time

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