



Republic of the Philippines  
**DEPARTMENT OF SCIENCE AND TECHNOLOGY**  
**ADVANCED SCIENCE AND TECHNOLOGY INSTITUTE**



**PURCHASE ORDER**

ASTI - FM 03-17  
 REV 3 / 10 October 2023

Supplier:	SWEET ONION CUISINE & CATERING SERVICES CORP.	PO No.:	23-11-250
Address:	9 Ateneo Rd. Kingsville Subd., Brgy. Mayamot, Antipolo City 1870	PO Date:	November 22, 2023
TIN:	010-020-893-000	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><b>Catering</b></p> <p><u>Event Venue and Schedule</u></p> <p>Title of Event: 2023 DOST-ASTI Yearend Performance Assessment and Planning Workshop</p> <p>Venue: DOST-Advanced Science &amp; Technology Institute (DOST-ASTI), DOST-ASTI Bldg., UP Technology Park Complex, C.P. Garcia Ave., Diliman, Quezon City</p> <p>Schedule: November 29, 30, and December 1, 2023 (Three (3) days)</p> <p>No. of Guests: Forty (40)</p> <p>End-user reserves the right to revise the schedule, if necessary, and should inform the supplier two (2) weeks prior to the conduct of event.</p> <p><u>Food (AM Snacks, Lunch, and PM Snacks)</u></p> <p>Managed buffet at P700 per head per day.</p> <p>AM snacks to be served at 9:30 AM, with either juice or soda as beverage.</p> <p>Lunch to be served at 12:00 NN, with the following requirements:            One (1) Meal Set: One (1) fish dish, one (1) meat dish (choices of chicken/pork/beef), one (1) vegetable dish, one (1) dessert, one (1) beverage (iced tea or soda).</p> <p>P.M. snacks to be served at 3:00 PM, with either juice or soda as beverage.            Free flowing coffee during sessions            Menu choices are to be provided by the vendor</p>	1	P84,000.00	P84,000.00

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

and attached to the quotation.  
 DOST-ASTI to select the final menu for the event.

Services  
 Set up of food buffet table.  
 Assisted buffet. Servers should wear name tags for identification.  
 Provision of electric coffee percolator with at least sixty (60) cups capacity.  
 Catering staff should be fully vaccinated and must comply with the prescribed DOST-ASTI health protocols while in the DOST-ASTI premises such as wearing of face mask at all times, no symptoms of covid, no fever/cough, or any contagious disease.

Pricing and Payment  
 Price should be inclusive of government taxes and other charges.  
 Payment to the supplier will be through LDDAP/bank transfer.  
 Provision of official receipt by the supplier upon receipt of full payment.

(Please see attached quotation.)


				<b>TOTAL:</b>	<b>₱84,000.00</b>
<b>(Total Amount in Words)</b>				<b>Eighty Four 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,

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

  
**FRANZ A. DE LEON, Ph.D**  
 Director, DOST-ASTI

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

<b>Fund Cluster:</b>	<u>01</u>	<b>ORS / BURS No.:</b>	<u>01011012023-11-000926</u>
<b>Funds Available:</b>	<u>₱ 84,000.00</u>	<b>ORS / BURS Date:</b>	<u>NOVEMBER 23, 2023</u>
		<b>Amount:</b>	<u>₱ 84,000.00</u>
 <b>GAY CONCEPCION S. BUGAGAO</b> Accountant III			



22 November 2023

**NOTICE TO PROCEED**  
 ALTERNATIVE MODE OF PROCUREMENT

**Ms. VANESSA PEREZ**  
 Sales Director  
**SWEET ONION CUISINE & CATERING SERVICES CORP.**  
 9 Ateneo Rd. Kingsville Subd.  
 Brgy. Mayamot, Antipolo City 1870

Dear Ms. Perez,

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

	Contract Name	: <b>Supply and Delivery of One (1) Lot Catering</b>
	Purchase Request No.	: <b>GAA-23-10-18078</b>
	Purchase / Work Order No.	: <b>23-11-250</b>
	Total Contract Price	: <b>Php 84,000.00</b>
(inclusive of taxes, import duties and all other charges or fees)	Total Contract Price in Words	: <b>Eighty Four Thousand Pesos</b>

Upon issuance of this Notice, your company, **SWEET ONION CUISINE & CATERING SERVICES CORP.** 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.** *B. Sc.*  
 Director

DATE OF ISSUANCE:

**28 NOV 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](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

ASTI-FM 03-19  
 REV 2 / 05 October 2023