



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



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

PURCHASE ORDER

Supplier:	BBMARCIANO CATERING SERVICES	PO No.:	23-12-266
Address:	52 Road 2, Bagong Pag-asa D1, Quezon City	PO Date:	December 6 2023
TIN:	913-972-443-000	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>Culmination of ASTI Projects and Stakeholder Appreciation</p> <p>1. OVERVIEW</p> <p>1.1. DOST-ASTI is seeking qualified and competent service providers for the Supply and Delivery of Catering Services for the Culmination of DOST-ASTI Projects and Stakeholder Appreciation.</p> <p>1.2. The Approved Budget for the Contract is inclusive of all government taxes and other charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Venue</p> <p>2.1.1. DOST-ASTI (Back Lobby), G/F DOST-ASTI Bldg., UP Technology Park Complex, CP Garcia Ave., UP Campus, Diliman, Quezon City</p> <p>2.2. Schedule</p> <p>2.2.1. 15 December 2024</p> <p>2.2.2. DOST-ASTI shall coordinate the final schedule to the caterer seven (7) calendar days prior to the final schedule of the event.</p> <p>2.2.3. The end-user reserves the right to revise the schedule, if necessary, and inform the supplier one (1) week prior to the conduct of the event.</p> <p>2.3. Estimated Number of Attendees</p> <p>2.3.1. Two hundred seventy (270) pax, with guaranteed one hundred fifty (150) pax.</p> <p>2.4. Buffet Menu</p> <p>2.4.1. Food for AM snacks, lunch, and PM snacks in managed buffet setup at P700.00 per head.</p> <p>2.4.2. AM snacks are to be served at 9:00 AM, with either juice or soda as a beverage.</p> <p>2.4.3. Lunch is to be served at 12:00 NN, with the</p>	1	P189,000.00	P189,000.00

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

following requirements:
 2.4.3.1. Menu sets, as follows:
 2.4.3.1.1. Lunch with at least three (3) main dishes, choice of chicken, pork, beef, and fish;
 2.4.3.1.2. One (1) vegetable dish;
 2.4.3.1.3. Rice;
 2.4.3.1.4. Dessert;
 2.4.3.1.5. Soup; and
 2.4.3.1.6. One (1) beverage (iced tea or soda).
 2.4.4. PM snacks are to be served at 3:00 PM, with either juice or soda as a beverage.
 2.4.5. Free-flowing coffee during sessions.
 2.4.6. Menu choices are to be provided by the vendor and shall be approved by end user.
 2.4.7. Provision of menu for one (1) vegetarian and two (2) pescatarians.

2.5. Others
 2.5.1. Supplier must provide ten percent (10%) buffer in all meals to be served without additional cost to DOST-ASTI.
 2.5.2. Set up of food buffet table with dinnerware and servers.
 2.5.3. Servers should wear name tags for identification.
 2.5.4. Provision of electric coffee percolator.
 2.5.5 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 face masks, no symptoms of COVID, specifically no fever, cough, colds, and/or any contagious disease.
 2.5.6. Set up should start at 7:00 AM.

3. PAYMENT TERMS

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

(Please see attached quotation.)

			TOTAL:	₱189,000.00
(Total Amount in Words)			One Hundred Eighty Nine Thousand 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. 
 Director, DOST-ASTI

Digitally signed
 by Franz A.
 Benjamin R.
 Lara

 (Date)

Fund Cluster:

01

ORS / BURS No.: 01101012023-12-000902

ORS / BURS Date: December 6, 2023

Funds Available:

PHP 189,000.00

Amount:

₱ 189,000.00


GAY CONCEPCION S. BUGAGAO

Accountant III



06 December 2023

NOTICE TO PROCEED
 ALTERNATIVE MODE OF PROCUREMENT

Mr. NOEL BRIONES MARCIANO
 Proprietor / Caterer
BBMARCIANO CATERING SERVICES
 52 Road 2, Bagong Pag-asa D1
 Quezon City

Dear Mr. Marciano,

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 Culmination of ASTI Projects and Stakeholder Appreciation
Purchase Request No.	: GAA-23-11-18305
Purchase / Work Order No.	: 23-12-266
Total Contract Price	: Php 189,000.00
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: One Hundred Eighty Nine Thousand Pesos

Upon issuance of this Notice, your company, **BBMARCIANO 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,


FRANZ A. DE LEON, Ph.D.
 Director

Digitally signed by Franz A. De Leon

DATE OF ISSUANCE:

DEC 12 2023

RECEIVED BY:

 Signature over Printed Name

 Date and Time

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