

Ag 2024-03-0015
ORS 2024-03-00018



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:	BBMARCIANO CATERING SERVICES	PO No.:	24-03-042
Address:	52 Road 2, Bagong Pag-asa D1, Quezon City	PO Date:	March 21, 2024
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>Catering services for APNIC Training</p> <p>1.0 General Statement</p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders for the Catering Services for APNIC Training.</p> <p>1.2. The Approved Budget for the Contract is inclusive of all applicable government taxes and services charges.</p> <p>2.0 Technical Specifications</p> <p>2.1. Place of Event</p> <p>2.1.1. Tentative: DOST-ASTI Building, UP Technology Park Complex, C.P. Garcia Ave., UP Campus, Diliman Quezon City 1101 or any event place within Diliman, Quezon City</p> <p>2.1.2. DOST-ASTI shall coordinate the final venue to the Winning Bidder seven (7) calendar days prior to the actual date of the event.</p> <p>2.2. Schedule of Event</p> <p>2.2.1. Tentative schedule will be any of five (5) days within the month of April 2024 or within 2024 as schedule is dependent on the availability of foreign experts.</p> <p>2.2.2. DOST-ASTI shall coordinate the final schedule to the Winning Bidder seven (7) calendar days prior to the actual date of the event through written notice.</p> <p>2.3. Estimated Number of Attendees</p> <p>2.3.1. Maximum of only forty-five (45) pax.</p> <p>2.4. Meal Requirements</p> <p>2.4.1. Meals should be served during AM / PM snacks, and managed buffet lunch.</p> <p>2.4.2. Serving Time and Setup</p> <p>2.4.2.1. AM Snacks are to be served at 10:00 AM (menu choices such as but not limited to pasta, sandwiches, pastries, noodles, etc.), with either juice or soda as a beverage.</p> <p>2.4.2.2. Managed buffet lunch is to be served at 12:00 NN, with the following</p>	1	P157,500.00	P157,500.00

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


	<p>requirements:</p> <p>2.4.2.2.1.Menu sets, as follows:</p> <p>2.4.2.2.1.1.Lunch with at least three (3) main dishes, choice of chicken, pork, beef, and fish;</p> <p>2.4.2.2.1.2.One (1) vegetable dish;</p> <p>2.4.2.2.1.3.Rice;</p> <p>2.4.2.2.1.4.Dessert;</p> <p>2.4.2.2.1.5.Soup; and</p> <p>2.4.2.2.1.6.One (1) beverage (iced tea or soda).</p> <p>2.4.2.3.PM Snacks are to be served at 3:00 PM (menu choices such as but not limited to pasta, sandwiches, pastries, noodles, etc.), with either juice or soda as a beverage.</p> <p>2.4.2.4.Free-flowing coffee / tea during the entire event.</p> <p>2.4.3.Menu choices are to be provided by the Winning Bidder and shall be approved by the End-user.</p> <p>2.4.3.1.Provision of menu choices for one (1) vegetarian and two (2) pescatarian meals.</p> <p>2.5.Other Provisions</p> <p>2.5.1.The Service Provider must provide ten percent (10%) buffer in all meals to be served without additional cost to DOST-ASTI.</p> <p>2.5.2.The setup of food buffet table shall have dinnerware and servers.</p> <p>2.5.3.Servers should wear name tags for identification.</p> <p>2.5.4.Must provide electric coffee percolator.</p> <p>2.5.5.Catering staff should be fully vaccinated and must comply with the usual COVID-19 guidelines such as wearing face masks, no symptoms of COVID-19 like fever, cough, colds, and/or any contagious disease.</p> <p>2.5.6.The setup should start at 7:00 AM.</p> <p>3.0Payment and Delivery Terms</p> <p>3.1.The payment shall be made after the conclusion of the event and upon certifying the services provided by the End-user and receipt of invoices / Statement of Account and Summary of Meals Served</p> <p>3.2.The payment will be through LDDAP-ADA/bank transfer.</p> <p>(Please see attached quotation.)</p>			
			TOTAL:	P157,500.00
(Total Amount in Words)		One Hundred Fifty-Seven Thousand Five 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.

Director, DOST-ASTI

Digitally signed
by Benjamin R. Lara

(Date)

Fund Cluster:	<u>01</u>	ORS / BURS No.:	<u>01101012029-03-000181</u>
Funds Available:	<u>Php 157,500.00</u>	ORS / BURS Date:	<u>MARCH 22, 2029</u>
		Amount:	<u>₱ 157,500.00</u>
 GAY CONCEPCION S. BUGAGAO Accountant III			



21 March 2024

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	: <u>Supply and Delivery of One (1) Lot Catering Services for APNIC Training</u>
Purchase Request No.	: <u>GAA-24-02-18623</u>
Purchase / Work Order No.	: <u>24-03-042</u>
Total Contract Price	: <u>P157,500.00</u>
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: <u>One Hundred Fifty-Seven Thousand Five Hundred Pesos</u>

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, Ph.D.
 DN: cn=Franz A. De Leon, o=ASTI, ou=ASTI, email=franz@asti.dost.gov.ph

DATE OF ISSUANCE:

March 25, 2024

RECEIVED BY:

 Signature over Printed Name

 Date and Time

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