



PURCHASE ORDER

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

Supplier:	LIL'S CAFE	PO No.:	24-05-086
Address:	Blk 7 Lot 41 Bighani St., Lagro Subd., Greater Lagro, Quezon City 1102	PO Date:	May 06, 2024
TIN:	458-852-895-00000	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 ISO-RELATED TRAINING</p> <p>1.Event Venue, Schedule, and Attendees</p> <p>1.1.Title of Event</p> <p>1.1.1.ISO 9001:2015 Awareness and Internal Quality Audit Course</p> <p>1.2.Venue</p> <p>1.2.1.DOST-ASTI Training Room</p> <p>DOST-ASTI Bldg., UP Technology Park Complex</p> <p>CP Garcia Ave., UP Campus, Diliman, Quezon City</p> <p>1.3.Schedule</p> <p>1.3.1.Three (3) whole days, any day between 2nd or 3rd week of May 2024.</p> <p>1.3.2.DOST-ASTI unit shall coordinate the final schedule to the caterer.</p> <p>1.4.Estimated Number of Attendees</p> <p>1.4.1.Maximum of thirty (30) pax, guaranteed number of twenty (20) pax.</p> <p>1.4.2.Caterer shall provide proposal/quotation based on maximum estimated number of pax.</p> <p>1.4.3.Final number of headcounts shall be coordinated by DOST-ASTI three (3) calendar days prior to the final schedule of event.</p> <p>2.Buffer Menu</p> <p>2.1.Managed buffet with free-flowing coffee.</p> <p>2.2.Menu shall be provided by caterer as attached to the proposal/quotation. DOST-ASTI shall select the final menu for the event and shall be coordinated to the caterer along with the final number of headcounts.</p> <p>2.3.Supplier must provide ten percent (10%) buffer in all meals to be served without additional cost to DOST-ASTI.</p> <p>2.4.Caterer shall serve AM snacks, lunch, and PM snacks.</p> <p>2.4.1.For AM Snacks: Caterer shall provide two (2) to three (3) options of snacks with one (1) round drinks in menu, preferably sandwiches, burgers, or</p>	1	P58,500.00	P58,500.00

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>pasta.</p> <p>2.4.2.Menu for lunch shall include:</p> <p>2.4.2.1.Soup;</p> <p>2.4.2.2.Choice of three (3) viands among chicken, pork, beef and fish;</p> <p>2.4.2.3.Vegetables;</p> <p>2.4.2.4.Dessert; and</p> <p>2.4.2.5.One (1) round drinks.</p> <p>2.4.3.For PM Snacks: Caterer shall provide two (2) to three (3) options of snacks with one (1) round drinks in menu, preferably sandwiches, burgers, or pasta.</p> <p>3.Other Requirements</p> <p>3.1.Setup/Arrangement shall be coordinated by DOST-ASTI either:</p> <p>3.1.1.Food buffet table with complete dinnerware and food servers; or</p> <p>3.1.2.Packed foods in environmentally friendly food packaging.</p> <p>3.2.Servers should wear proper name tags for identification.</p> <p>3.3.Caterer shall provide electric coffee percolator.</p> <p>3.4.Catering staff should be fully vaccinated and must comply with the prescribed DOST-ASTI health protocols while inside DOST-ASTI premises.</p> <p>4.Price and Payment</p> <p>4.1.Price quotation must be inclusive of applicable taxes, fees, and charges.</p> <p>4.2.Send bill arrangement.</p> <p>4.3.Payment shall be made through Landbank's LDDAP-ADA transfer within thirty (30) days upon receipt of billing and complete documents.</p> <p>(Please see attached quotation.)</p>			
			TOTAL:	₱58,500.00
(Total Amount in Words)			Fifty-Eight 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:

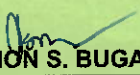
Very Truly Yours,

(Signature over Printed Name of Supplier)


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

Digitally signed by Benjamin R. Lora

(Date)

Fund Cluster:	01	ORS / BURS No.: 011011012024-05-000 310
Funds Available:	Php 58,500.00	ORS / BURS Date: MAY 07, 2024
		Amount: ₱ 58,500.00
<p> GAY CONCEPCION S. BUGAGAO Accountant III</p>		



06 May 2024

NOTICE TO PROCEED
ALTERNATIVE MODE OF PROCUREMENT

Mr. MANUEL A. LABAYNE V
 Executive Head Chef / Owner
LIL'S CAFE
 Blk 7 Lot 41 Bighani St.
 Lagro Subd., Greater Lagro
 Quezon City 1102

Dear Mr. Labayne,

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 ISO-related Training</u>
	Purchase Request No.	: <u>GAA-24-03-18947</u>
	Purchase / Work Order No.	: <u>24-05-086</u>
	Total Contract Price	: <u>₱58,500.00</u>
(inclusive of taxes, import duties and all other charges or fees)	Total Contract Price in Words	: <u>Fifty-Eight Thousand Five Hundred Pesos</u>

Upon issuance of this Notice, your company, **LIL'S CAFE** 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
 DN: cn=Franz A. De Leon, o=ASTI, ou=ASTI, email=franz@asti.dost.gov.ph
 Director

DATE OF ISSUANCE:

MAY 08 2024

RECEIVED BY:

 Signature over Printed Name

 Date and Time