



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.:	24-05-092
Address:	52 Road 2, Bagong Pag-asa D1, Quezon City	PO Date:	May 14, 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:	Provided for under description
Date of Delivery:	_____	Payment Term:	Government Terms
		Warranty Term:	_____

Stock / Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	Lot	<p>Catering Services for Gender Sensitivity Training</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 Gender Sensitivity Training.</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. Three (3) whole days, 22-24 May 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 can revise the schedule, if necessary, and inform the supplier one (1) week before the event.</p> <p>2.3. Estimated Number of Attendees</p> <p>2.3.1. Maximum of fifty (50) pax, with a guaranteed number of forty (40) 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 will be served at 9:00 AM. (menu choices such as but not limited to pasta, sandwiches, pastries, noodles, etc.), with either juice or soda as a beverage.</p> <p>2.4.3. Lunch is to be served at 12:00 NN, with the following requirements:</p> <p>2.4.3.1. Menu sets, as follows:</p> <p>2.4.3.1.1. Lunch with at least two (2) to three (3) main dishes, choice of chicken, pork, beef, and fish;</p>	1	P105,000.00	P105,000.00

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

2.4.3.1.2. One (1) vegetable or soup dish
 2.4.3.1.3. Rice;
 2.4.3.1.4. Dessert;
 2.4.3.1.5. One (1) beverage (iced tea or soda)
 2.4.4. PM snacks will be served at 3:00 PM, with juice or soda as a beverage. (menu choices such as but not limited to pasta, sandwiches, pastries, noodles, etc.), with either juice or soda as a beverage.
 2.4.6. Free-flowing coffee during sessions.
 2.4.7. Menu choices are to be provided by the vendor and shall be approved by end user.
 2.4.8. 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 on 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, which will be processed within thirty (30) calendar days upon submission of complete documents.
 (Please see attached quotation.)

TOTAL: P105,000.00

(Total Amount in Words)

One Hundred Five 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

 (Date)

Fund Cluster:	<u>01</u>	ORS / BURS No.:	<u>01101012024-05-000338</u>
Funds Available:	<u>Php 105,000.00</u>	ORS / BURS Date:	<u>MAY 14, 2024</u>
		Amount:	<u>₱ 105,000.00</u>
 GAY CONCEPCION S. BUGAGAO Accountant III			



14 May 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	:	Supply and Delivery of One (1) Lot Catering Services for Gender Sensitivity Training
	Purchase Request No.	:	GAA-24-04-19120
	Purchase / Work Order No.	:	24-05-092
	Total Contract Price	:	P105,000.00
(inclusive of taxes, import duties and all other charges or fees)	Total Contract Price in Words	:	One Hundred Five 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, Ph.D.
 DN: cn=Franz A. de Leon, o=ASTI, ou=ASTI, email=franzen@asti.dost.gov.ph

DATE OF ISSUANCE:

15 MAY 2024

RECEIVED BY:

 Signature over Printed Name

 Date and Time