



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:	BEVERICK CATERING SERVICES	PO No.:	HR Lite-24-06-004
Address:	Lot 6 Blk 16 Bristlecone St. Ph. 8, Greenwoods Exec. Vill., Sta. Ana, Taytay, Rizal 1920	PO Date:	June 21, 2024
TIN:	281-920-642-000	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>End-User Training for the HR Lite Project</p> <p>1. Catering service for the end-user training for the Rizal Technological University (RTU) under the HR Lite Project.</p> <p>1.1. Title of Event</p> <p>1.1.1. HR Lite End-user Training with RTU</p> <p>1.2. Venue</p> <p>1.2.1. RTU, Boni Ave., Mandaluyong City</p> <p>1.3. Schedule</p> <p>1.3.1. Two (2) days, 24-25 June 2024</p> <p>1.3.2. DOST-ASTI shall coordinate the final schedule (in case of rescheduling) to the caterer three (3) calendar days prior to the schedule above.</p> <p>1.4. Estimated Number of Attendees</p> <p>1.4.1. Maximum of forty-two (42) pax per day at P685.00 per pax</p> <p>1.4.2. Final number of headcounts shall be coordinated by DOST-ASTI three (3) calendar days prior to the final schedule of event.</p> <p>2. Buffet Menu</p> <p>2.1. 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>2.2. Supplier must provide ten percent (10%) buffer in all meals (AM Snacks, Lunch, PM Snacks) to be served without additional cost to DOST-ASTI.</p> <p>2.3. The caterer shall serve AM snacks, lunch, and PM snacks with drinks, i.e., water, juice, among others.</p> <p>2.3.1. AM snacks shall be served at 10:00 AM.</p> <p>2.3.1.1. The Caterer shall provide two (2) to three (3) choices of snacks in menu, i.e., pasta or noodles and/or bread among others with drinks, i.e., juice, soft drinks or coffee</p> <p>2.3.2. Lunch shall be served at 12:00 NN and</p>	1	P57,540.00	P57,540.00

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>menu set shall include:</p> <p>2.3.2.1. Soup;</p> <p>2.3.2.2. Choice of two (2) to three (3) viands among chicken, pork, beef and fish;</p> <p>2.3.2.3. Vegetables; and</p> <p>2.3.2.4. Dessert.</p> <p>2.3.3. PM snacks shall be served at 3:00 PM.</p> <p>2.3.3.1. The caterer shall provide two (2) to three (3) choices of snacks in menu , i.e., pasta or noodles and/or bread among others with drinks, i.e., juice, soft drinks or coffee</p> <p>2.3.4. Overflowing coffee.</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. The caterer shall provide an electric coffee percolator.</p> <p>3.4. The catering staff should be fully vaccinated and must comply with the prescribed RTU health protocols while inside RTU 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 thru Landbank's LDDAP-ADA transfer thirty (30) days upon receipt of billing.</p> <p>(Please see attached quotation.)</p>			
			TOTAL:	₱57,540.00
(Total Amount in Words)			Fifty-Seven Thousand Five Hundred Forty 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)


Digitally signed by De Leon
Franz Asupua
FRANZ A. DE LEON, Ph.D. 
Director, DOST-ASTI

Digitally signed by Reynold Benjamin R. Lara

(Date)

Fund Cluster:	<u>07</u>	ORS / BURS No.: <u>073086012029-00-000210</u>
Funds Available:	<u>₱ 57,540.00</u>	ORS / BURS Date: <u>JUNE 21, 2024</u>
<p style="text-align: center;"> GAY CONCEPCION S. BUGAGAO Accountant III</p>		Amount: <u>₱ 57,540.00</u>



21 June 2024

NOTICE TO PROCEED
ALTERNATIVE MODE OF PROCUREMENT

Ms. MELANIE L. ESTRABO
 Authorized Representative
BEVERICK CATERING SERVICES
 Lot 6 Blk 16 Bristlecone St. Ph. 8
 Greenwoods Exec. Vill. Sta. Ana
 Taytay, Rizal 1920

Dear Ms. Estrabo,

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

Contract Name	:	Supply and Delivery of One (1) Lot End-User Training for the HR Lite Project
Purchase Request No.	:	HR Lite-24-06-19358
Purchase / Work Order No.	:	HR Lite-24-06-004
Total Contract Price	:	₱57,540.00
(inclusive of taxes, import duties and all other charges or fees)		
Total Contract Price in Words	:	Fifty-Seven Thousand Five Hundred Forty Pesos

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

Digitally signed
 by **FRANZA DE LEON, Ph.D.**
 Director
 Franz Asunta

Digitally signed
 by **Benjamin R. Lara**

DATE OF ISSUANCE:

June 21 2024

RECEIVED BY:

 Signature over Printed Name

 Date and Time

Postal Address : ASTI Bldg., U.P. Technology Park Complex,
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ASTI-FM 03-33
REV 2 / 05 October 2023