



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

<b>Supplier:</b>	<b>BBMARCIANO CATERING SERVICES</b>	<b>PO No.:</b>	<b>24-06-138</b>
<b>Address:</b>	<b>52 Road 2, Bagong Pag-asa D1, Quezon City</b>	<b>PO Date:</b>	<b>June 21, 2024</b>
<b>TIN:</b>	<b>913-972-443-000</b>	<b>Mode of Procurement:</b>	<b>NP-53.9 Small Value Procurement</b>

Gentleman:

Please furnish this Office the following articles subject to the terms and conditions contained herein:

<b>Place of Delivery:</b>	<b>ASTI Bldg., C.P. Garcia Ave., U.P. Technology Park Complex, U.P. Campus, Diliman, Quezon City 1101</b>	<b>Delivery Term:</b>	<b>Per end-user's schedule</b>
<b>Date of Delivery:</b>	_____	<b>Payment Term:</b>	<b>Government Terms</b>
		<b>Warranty Term:</b>	_____

Stock / Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	Lot	<p><b>CATERING SERVICE FOR TRAINING WORKSHOP ON AKSYON FOR POTENTIAL SERVICE PROVIDERS AND ADMINISTRATIVE USERS</b></p> <p>1. Event Venue, Schedule, and Attendees            1.1. Title of Event            1.1.1. Aksyon Training-Workshop on Service Management Practices            1.2. Venue            1.2.1. DOST-ASTI Training Room, DOST-ASTI Bldg., UP Technology Park Complex, CP Garcia Ave., UP Campus, Diliman, Quezon City            1.3. Schedule            1.3.1. Three (3) days, tentatively scheduled on 25, 26 and 27 June            1.3.2. DOST-ASTI shall coordinate the final schedule to the caterer.            1.4. Estimated Number of Attendees            1.4.1. Maximum of forty (40) pax per day (P700.00 per pax)            1.4.2. Final number of headcounts shall be coordinated by DOST-ASTI three (3) calendar days prior to the final schedule of event.            2. Buffet Menu            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.            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.            2.3. The caterer shall serve AM snacks, lunch, and PM snacks with drinks, i.e., water, juice, among others.            2.3.1. AM snacks shall be served at 10:00 AM.            2.3.1.1. The Caterer shall provide two (2) to three (3) choices of snacks in menu (such as but not limited to pasta, sandwiches, breads/pastries,</p>	1	P84,000.00	P84,000.00

**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

noodles).

2.3.2. Lunch shall be served at 12:00 NN and menu set shall include:

2.3.2.1. Soup;

2.3.2.2. Choice of two (2) to three (3) viands among chicken, pork, beef and fish;

2.3.2.3. Vegetables; and

2.3.2.4. Dessert.

2.3.3. PM snacks shall be served at 3:00 PM.

2.3.3.1. The caterer shall provide two (2) to three (3) choices of snacks in menu (such as but not limited to pasta, sandwiches, breads/pastries, noodles).

2.3.4. Overflowing coffee.

3. Other Requirements

3.1. Setup/Arrangement shall be coordinated by DOST-ASTI either:

3.1.1. Food buffet table with complete dinnerware and food servers; or

3.1.2. Packed foods in environmentally friendly food packaging.

3.2. Servers should wear proper name tags for identification.

3.3. The caterer shall provide electric coffee percolator.

3.4. The catering staff should be fully vaccinated and must comply with the prescribed DOST-ASTI or IATF health protocols while inside DOST-ASTI premises.

4. Price and Payment

4.1. Price must be inclusive of applicable taxes, fees, and charges.

4.2. Send bill arrangement.

4.3. Payment shall be made thru Landbank's LDDAP-ADA transfer thirty (30) days upon receipt of billing.

(Please see attached quotation.)



			<b>TOTAL:</b>	<b>₱84,000.00</b>
<b>(Total Amount in Words)</b>			<b>Eighty-Four Thousand Pesos Only</b>	

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 Bayani Benjamin R. Lara

\_\_\_\_\_  
(Date)

<b>Fund Cluster:</b>	<u>01</u>	ORS / BURS No.:	<u>01011012024-06-000499</u>
<b>Funds Available:</b>	<u>₱ 84,000.00</u>	ORS / BURS Date:	<u>JUNE 21, 2024</u>
		Amount:	<u>₱ 84,000.00</u>
 <b>GAY CONCEPCION S. BUGAGAO</b> Accountant III			



21 June 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 :	<b>Supply and Delivery of One (1) Lot Catering Service for Training Workshop on AKSYON for Potential Service Providers and Administrative Users</b>
Purchase Request No. :	<b>GAA-24-05-19293</b>
Purchase / Work Order No. :	<b>24-06-138</b>
Total Contract Price :	<b>₱84,000.00</b>
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words :	<b>Eighty-Four Thousand Pesos</b>

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,

**FRANZA A. DE LEON, Ph.D.** *B.A.* Digitally signed  
By Rayani  
Benjamin R. Lora  
 Director

DATE OF ISSUANCE:

**24 JUN 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**