



PURCHASE ORDER

Supplier:	KUBIERTOS CATERING INC.	PO No.:	23-04-047
Address:	# 86 Francisco Cruz St., Phase 3, Brgy. BF Homes, Paranaque City, 1720	PO Date:	April 25, 2023
TIN:	010-486-161-000	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</p> <p>1.Event Venue, Schedule, and Attendees</p> <p>1.1.Title of Event</p> <p>1.1.1.ISO-related Training</p> <p>1.2.Venue</p> <p>1.2.1.DOST-ASTI Training Room DOST-ASTI Bldg., UP Technology Park Complex CP Garcia Ave., UP Campus, Diliman, Quezon City</p> <p>1.3.Schedule</p> <p>1.3.1.Three (3) whole day, any day between 3rd week of April 2023 or 1st week of May 2023.</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.AM snacks with drinks shall be served at 10:00 AM.</p> <p>2.4.1.1.Caterer shall provide two (2) to three (3) choices of snacks in menu.</p> <p>2.4.2.Lunch shall be served at 12:00 NN and menu set shall include:</p> <p>2.4.2.1.Soup;</p>	1	P62,550.00	P62,550.00

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;
Fax No. : +632 8426-9764


	<p>2.4.2.2.Choice of two (2) to three (3) viands among chicken, pork, beef and fish; 2.4.2.3.Vegetables; 2.4.2.4.Dessert; and 2.4.2.5.Drinks. 2.4.3.PM snacks with drinks shall be served at 3:00 PM. 2.4.3.1.Caterer shall provide two (2) to three (3) choices of snacks in menu.</p> <p>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.Caterer shall provide electric coffee percolator. 3.4.Catering staff should be fully vaccinated and must comply with the prescribed DOST-ASTI or IATF health protocols while inside DOST-ASTI premises.</p> <p>4.Price and Payment 4.1.Price quotation must be inclusive of applicable taxes, fees, and charges. 4.2.Send bill arrangement.</p> <p>(Please see attached quotation.)</p>			
				TOTAL: P62,550.00
(Total Amount in Words)		Sixty Two Thousand Five Hundred Fifty 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:

(Signature over Printed Name of Supplier)

Very Truly Yours,


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

(Date)

Fund Cluster: <u>01</u>	ORS / BURS No.: <u>011011012023-04-000254</u>
Funds Available: <u>PHP 62,550.00</u>	ORS / BURS Date: <u>April 26, 2023</u>
 GAY CONCEPCION S. BUGAGAO Accountant III	Amount: <u>₱ 62,550.00</u>



25 April 2023

NOTICE TO PROCEED
 ALTERNATIVE MODE OF PROCUREMENT

Ms. IMELDA LOPEZ
 Vice President
KUBIERTOS CATERING INC.
 86 Francisco Cruz St. Phase 3
 Brgy. BF Homes, Parañaque City

Dear Ms. Lopez,

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

Contract Name	: Supply and Delivery of One (1) Lot Catering Services
Purchase Request No.	: GAA-23-03-16392
Purchase / Work Order No.	: 23-04-047
Total Contract Price	: Php 62,550.00
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: Sixty Two Thousand Five Hundred Fifty Pesos

Upon issuance of this Notice, your company, **KUBIERTOS CATERING INC.** 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
 Director

DATE OF ISSUANCE:

APRIL 27, 2023

RECEIVED BY:

 Signature over Printed Name

 Date and Time

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;
 Fax No. : +632 8426-9764

ASTI-FM 03-19
 REV 1 / 13 January 2020