



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:	GILLAN MARIE CATERING SERVICES	PO No.:	24-09-212
Address:	Sitio Upper Bathala, Brgy. Sampaloc, Tanay, Rizal 1980	PO Date:	September 19, 2024
TIN:	245-275-411-001	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 Gul.ai Project End-User Training with University of Rizal System, Tanay Campus</p> <p>1. OVERVIEW</p> <p>1.1. DOST-ASTI is seeking qualified and competent services providers for the Supply and Delivery of Catering Services for Gul.ai Project End-User Training with University of Rizal System, Tanay Campus.</p> <p>1.2. The Approved Budget for the Contract is inclusive of all government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Venue</p> <p>2.1.1. Venue is at Dumagat Hall, University of Rizal System, JP Rizal St., Brgy. Sampaloc, Tanay, Rizal.</p> <p>2.2. Schedule</p> <p>2.2.1. Two (2) days, any dates between 11-15 November 2024</p> <p>2.2.2. DOST-ASTI shall coordinate the final schedule to the caterer within seven (7) calendar days prior to the final schedule of the event.</p> <p>2.3. Estimated Number of Attendees</p> <p>2.3.1. Thirty-five (35) pax</p> <p>2.3.2. Caterer shall provide proposal/quotation based on the estimated number of pax.</p> <p>2.3.3. Final number of pax shall be confirmed by DOST-ASTI at least three (3) calendar days prior to the final schedule of the event.</p> <p>2.4. Menu</p> <p>2.4.1. AM Snacks (Heavy)</p> <p>2.4.1.1. AM snacks with drinks shall be served at 10:00 AM.</p> <p>2.4.1.1.1. One (1) pasta with bread or any Filipino rice porridge (provide three (3) choices)</p> <p>2.4.1.1.2. One (1) canned or bottled fruit juice</p>	1	₱47,950.00	₱47,950.00

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>drink</p> <p>2.4.2. Lunch</p> <p>2.4.2.1. Lunch shall be served on or before 12:00 NN and menu set shall include:</p> <p>2.4.2.1.1. At least two (2) main dishes, choice of chicken or fish, pork or beef</p> <p>2.4.2.1.2. One (1) vegetable dish</p> <p>2.4.2.1.3. White rice</p> <p>2.4.2.1.4. With fruits or dessert</p> <p>2.4.2.1.5. Soup</p> <p>2.4.2.1.6. One (1) canned or bottled fruit juice drink or soda</p> <p>2.4.3. PM Snacks (Heavy)</p> <p>2.4.3.1. PM Snacks with drinks shall be served at 3:00 PM.</p> <p>2.4.3.1.1. Two (2) types of kakanin or chicken sandwich or any sandwich with side dish (packed food)</p> <p>2.4.3.1.2. One (1) canned or bottled fruit juice drink</p> <p>2.5. Other Requirements</p> <p>2.5.1. Complimentary standby mineral water dispenser (hot and cold) inside the venue.</p> <p>2.5.2. Free-flowing coffee must be provided by the caterer.</p> <p>2.5.3. Menu shall be approved by the end-user unit.</p> <p>2.5.4. Dedicated one (1) account manager or staff to liaise and/or coordinate with DOST-ASTI prior, during, and after the event.</p> <p>3. SERVICES</p> <p>3.1. Supplier must provide ten percent (10%) buffer in all meals to be served without additional cost to DOST-ASTI.</p> <p>3.2. Set up of food buffet table with complete dinnerware and with servers, or packed foods in environmentally food packaging.</p> <p>3.3. Servers should wear proper name tags for identification.</p> <p>3.4. Catering staff should be fully vaccinated and must comply with the prescribed URS/IATF health protocols while inside the university's premises.</p> <p>4. PRICING AND PAYMENT</p> <p>4.1. Price quotation must be inclusive of applicable taxes, fees, and charges.</p> <p>4.2. Send bill arrangement. Bill/Invoice and letter of request for payment must be submitted to DOST-ASTI Property and Supply Section within ten (10) calendar days upon conclusion of the activity/event.</p> <p>4.3. Payment shall be made upon certification and acceptance of the end-user of the service has been rendered. No payment shall be made for services not rendered under this contract.</p> <p>(Please see attached quotation.)</p>			
2	Lot	<p>Catering Services for Gul.ai Project AI Training for Faculties and students of the University of Rizal System</p> <p>1. OVERVIEW</p> <p>1.1. DOST-ASTI is seeking qualified and competent services providers for the Supply and Delivery of Catering Services for Gul.ai Project AI Training for Faculties and students of the University of Rizal System</p> <p>1.2. The Approved Budget for the Contract is inclusive of all government taxes and services</p>	1	₱71,925.00	₱71,925.00

charges.

2. TECHNICAL SPECIFICATIONS

2.1. Venue

2.1.1. Venue is at Dumagat Hall, University of Rizal System, JP Rizal St., Brgy. Sampaloc, Tanay, Rizal.

2.2. Schedule

2.2.1. Three (3) days, any dates between 23-27 September 2024

2.2.2. DOST-ASTI shall coordinate the final schedule to the caterer within seven (7) calendar days prior to the final schedule of the event.

2.3. Estimated Number of Attendees

2.3.1. Thirty-five (35) pax

2.3.2. Caterer shall provide proposal/quotation based on the estimated number of pax.

2.3.3. Final number of pax shall be confirmed by DOST-ASTI at least three (3) calendar days prior to the final schedule of the event.

2.4. Menu

2.4.1. AM Snacks (Heavy)

2.4.1.1. AM snacks with drinks shall be served at 10:00 AM.

2.4.1.1.1. One (1) pasta with bread or any Filipino rice porridge (provide three (3) choices)

2.4.1.1.2. One (1) canned or bottled fruit juice drink

2.4.2. Lunch

2.4.2.1. Lunch shall be served on or before 12:00 NN and menu set shall include:

2.4.2.1.1. At least two (2) main dishes, choice of chicken or fish, pork or beef

2.4.2.1.2. One (1) vegetable dish

2.4.2.1.3. White rice

2.4.2.1.4. With fruits or dessert

2.4.2.1.5. Soup

2.4.2.1.6. One (1) canned or bottled fruit juice drink or soda

2.4.3. PM Snacks (Heavy)

2.4.3.1. PM Snacks with drinks shall be served at 3:00 PM.

2.4.3.1.1. Two (2) types of kakanin or chicken sandwich or any sandwich with side dish (packed food)

2.4.3.1.2. One (1) canned or bottled fruit juice drink

2.5. Other Requirements

2.5.1. Complimentary standby mineral water dispenser (hot and cold) inside the venue.

2.5.2. Free-flowing coffee must be provided by the caterer.

2.5.3. Menu shall be approved by the end-user unit.

2.5.4. Dedicated one (1) account manager or staff to liaise and/or coordinate with DOST-ASTI prior, during, and after the event.

3. SERVICES

3.1. Supplier must provide ten percent (10%) buffer in all meals to be served without additional cost to DOST-ASTI.

3.2. Set up of food buffet table with complete dinnerware and with servers, or packed foods in environmentally food packaging.

3.3. Servers should wear proper name tags for identification.

3.4. Catering staff should be fully vaccinated and must comply with the prescribed URS/IATF health


	protocols while inside the university's premises. 4. PRICING AND PAYMENT 4.1. Price quotation must be inclusive of applicable taxes, fees, and charges. 4.2. Send bill arrangement. Bill/invoice and letter of request for payment must be submitted to DOST-ASTI Property and Supply Section within ten (10) calendar days upon conclusion of the activity/event. 4.3. Payment shall be made upon certification and acceptance of the end-user of the service has been rendered. No payment shall be made for services not rendered under this contract. (Please see attached quotation.)		
			TOTAL: P119,875.00
(Total Amount in Words)		One Hundred Nineteen Thousand Eight Hundred Seventy Five 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>021011012029-09-000788</u>
Funds Available:	<u>Php 119,875.00</u>	ORS / BURS Date:	<u>SEPTEMBER 19, 2024</u>
		Amount:	<u>₱ 119,875.00</u>
 GAY CONCEPCION S. BUGAGAO Accountant III			



19 September 2024

NOTICE TO PROCEED
ALTERNATIVE MODE OF PROCUREMENT

Ms. GISELLE ANN M. BOBIER
 Owner
GILLAN MARIE CATERING SERVICES
 Sitio Upper Bathala
 Brgy. Sampaloc
 Tanay, Rizal 1980

Dear Ms. Bobier,

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

Contract Name	: Procurement for One (1) Lot Catering Services for Gul.ai Project End-User Training with University of Rizal System, Tanay Campus and One (1) Lot Catering Services for Gul.ai Project AI Training for Faculties and Students of the University of Rizal System
Purchase Request No.	: GAA-24-08-19771
Purchase / Work Order No.	: 24-09-212
Total Contract Price (inclusive of taxes, import duties and all other charges or fees)	: Php 119,875.00
Total Contract Price in Words	: One Hundred Nineteen Thousand Eight Hundred Seventy Five Pesos

Upon issuance of this Notice, your company, **GILLAN MARIE 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
 DN: cn=Franz A. De Leon

DATE OF ISSUANCE:

SEP 20 2024

RECEIVED BY:

 Signature over Printed Name

 Date and Time

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ASTI - FM 03-19
 REV 2 / 05 October 2023