



Republic of the Philippines
Department of Science and Technology

ADVANCED SCIENCE AND TECHNOLOGY INSTITUTE



ASTI – FM 03-17
REV 2 / 31 January 2020

PURCHASE ORDER

Supplier:	BEVERICK CATERING SERVICES	PO No.:	SAR-AIS-23-05-003
Address:	Lot 6 Blk 16 Bristlecone St. Ph. 8 Greenwoods Exec. Vill. Sta. Ana, Taytay Rizal 1920	PO Date:	May 4, 2023
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>Catering Services for the conduct of SARwAIS Artificial Intelligence and Radar Remote Sensing Cluster Training</p> <p>1. General Statement</p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders for the provision of one (1) lot of catering services for the conduct of SARwAIS Artificial Intelligence and Radar Remote Sensing Cluster Training in Rizal Technological University-Mandaluyong on 08-11 May 2023.</p> <p>1.2. Menu choices are to be provided by the vendor and attached to the quotation. DOST-ASTI will select the final menu for the event.</p> <p>1.3. The Approved Budget for the Contract is inclusive of government taxes and other applicable charges.</p> <p>2. Minimum Specifications:</p> <p>2.1. Location: Rizal Technological University-Mandaluyong, 704 Boni Ave. cor. Sacrapente St., Mandaluyong City, Metro Manila</p> <p>2.2. Number of Days: Four (4) days</p> <p>2.3. Tentative Dates: 8-11 May 2023</p> <p>2.3.1. DOST-ASTI shall advise the service provider about the final dates three (3) days before the start of service.</p> <p>2.4. Estimated Number of Pax: Fifty (50) pax</p> <p>2.4.1. The actual number of attendees will be provided by the end-user at least three (3) days before the event.</p> <p>2.5. Budget for catering is P600.00 per pax</p> <p>2.6. Meals:</p> <p>2.6.1. All meals should be served with free-flowing coffee and water.</p> <p>2.6.2. Morning snacks are to be served by 10:00 AM every day.</p> <p>2.6.3. Lunch must be served at 12 noon; menu as follows:</p> <p>2.6.3.1. Two (2) to three (3) viands (pork, beef, chicken, or fish);</p>	1	P114,000.00	P114,000.00

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;
Fax No. : +632 8426-9764


	<p>2.6.3.2. Rice; and 2.6.3.3. One (1) dessert. 2.6.4. Afternoon snacks should be served between 3:00 PM to 5:00 PM every day.</p> <p>3. Services 3.1. Supplier must provide ten percent (10%) buffer on all meals to be served without additional cost to DOST-ASTI. 3.2. The setup for the serving of the meals shall be coordinated by DOST-ASTI three (3) days before the start of service and will either be: 3.2.1. Food buffet table with complete dinnerware; or 3.2.2. Packed meals in eco-friendly food packaging materials. 3.3. Catering service staff should be fully vaccinated and comply with the prescribed health protocols inside Rizal Technological University-Mandaluyong premises.</p> <p>4. Terms of payment 4.1. Send-bill arrangement. Bill/Invoice must be sent to DOST-ASTI within five (5) calendar days upon conclusion of the event. 4.2. Payment shall be made only upon certification/acceptance of the end-user that the service has been delivered in accordance with the terms of this contract. No payment shall be made for services not yet rendered. 4.3. Payment shall be made through Landbank's LDDAP-ADA transfer thirty (30) days upon receipt of billing.</p> <p>(Please see attached quotation.)</p>		
		TOTAL:	₱114,000.00
(Total Amount in Words)		One Hundred Fourteen 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. Registered Professional Accountant

Director, DOST-ASTI

(Date)

Fund Cluster:	<u>07</u>	ORS / BURS No.:	<u>073086012023-05-000200</u>
		ORS / BURS Date:	<u>May 04, 2023</u>
Funds Available:	<u>₱ 114,000.00</u>	Amount:	<u>₱ 114,000.00</u>
 GAY CONCEPCION S. BUGAGAO Accountant III			



04 May 2023

NOTICE TO PROCEED
 ALTERNATIVE MODE OF PROCUREMENT

Ms. MELANIE ESTRABO
 Authorized Representative
BEVERICK CATERING SERVICES
 Lot 6 Blk 16 Bristlecone St. Ph. 8
 Greenwoods Exec. Village, 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 Catering Services for the Conduct of SARWAIS Artificial Intelligence and Radar Remote Sensing Cluster Training
Purchase Request No.	: SAR-AIS-23-04-16606
Purchase / Work Order No.	: SAR-AIS-23-05-003
Total Contract Price	: Php 114,000.00
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: One Hundred Fourteen Thousand 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,

FRANZ A. DE LEON, Ph.D. Secretary General
Department of Science and Technology
 Director

DATE OF ISSUANCE:

MAY 05, 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