



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:	BBMARCIANO CATERING SERVICES	PO No.:	24-11-283
Address:	52 Road 2, Bagong Pag-asa D1, Quezon City	PO Date:	November 28, 2024
TIN:	913-972-443-000	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 Service for Culmination of ASTI Projects and Stakeholder's Appreciation</p> <p>OVERVIEW</p> <p>1.1. DOST-ASTI is seeking qualified and competent service providers for the Supply and Delivery of Catering Services for the Culmination of DOST-ASTI Projects and Stakeholder Appreciation.</p> <p>1.2. The Approved Budget for the Contract is inclusive of all government taxes and other charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Venue</p> <p>2.1.1. DOST-ASTI shall coordinate the final venue five (5) calendar days before the final schedule of the event.</p> <p>2.2. Schedule</p> <p>2.2.1. 06 December 2024</p> <p>2.2.2. DOST-ASTI shall coordinate the final schedule to the caterer five (5) calendar days prior to the final schedule of the event.</p> <p>2.2.3. DOST-ASTI reserves the right to revise the schedule, if necessary, and inform the Service Provider one (1) week prior to the conduct of the event.</p> <p>2.3. Estimated Number of Attendees</p> <p>2.3.1. Maximum of two hundred seventy (270) pax, with guaranteed number of one hundred fifty (150) pax.</p>	1	P189,000.00	P189,000.00

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

2.3.2. DOST-ASTI shall confirm the number of participants five (5) calendar days prior to the schedule of the event.

2.4. Buffet Menu

2.4.1. Food for AM snacks, lunch, and PM snacks in managed buffet setup at P700.00 per head.

2.4.2. AM snacks are to be served at 9:00 AM., with menu choices such as but not limited to pasta, sandwiches, pastries, noodles, etc., with either juice or soda as a beverage.

2.4.3. Lunch is to be served at 12:00 NN, with the following requirements:

2.4.3.1. Menu sets, as follows:

2.4.3.1.1. Lunch with at least three (3) main dishes, choice of chicken, pork, beef, and fish; 2.4.3.1.2. One (1) vegetable dish;

2.4.3.1.3. Rice;

2.4.3.1.4. Dessert;

2.4.3.1.5. Soup; and

2.4.3.1.6. One (1) beverage (iced tea or soda).

2.4.4. PM snacks are to be served at 3:00 PM, with menu choices such as but not limited to pasta; sandwiches, pastries, noodles, etc., with either juice or soda as a beverage.

2.4.5. Free-flowing coffee during sessions.

2.4.6. Menu choices are to be provided by the vendor and shall be approved by end-user.

2.4.7. Provision of menu or dishes for one (1) vegetarian and two (2) pescatarians.

2.5. Others

2.5.1. Service Provider must provide a ten percent (10%) buffer on all meals to be served without additional cost to DOST-ASTI staff.

2.5.2. Set up of food buffet table with dinnerware and servers.

2.5.3. Servers should wear name tags for identification.

2.5.4. Provision of electric coffee percolator.

2.5.5. Set up should start at 7:00 AM.

3. PAYMENT TERMS

3.1. Price should be inclusive of government taxes and other charges.

3.2. Payment to the Service Provider will be through LDDAP/bank transfer.

3.3. Provision of official receipt by the Service Provider upon receipt of full payment.

(Please see attached quotation.)

TOTAL:

P189,000.00

(Total Amount in Words)	One Hundred Eighty Nine Thousand Pesos Only
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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 Franz A. De Leon
by Benjamin R. Lara

(Date)

Fund Cluster:	<u>01</u>	ORS / BURS No.:	<u>021011012024-11-001090</u>
		ORS / BURS Date:	<u>NOVEMBER 28, 2024</u>
Funds Available:	<u>PHP 189,000.00</u>	Amount:	<u>₱ 189,000.00</u>
 GAY CONCEPCION S. BUGAGAO Accountant III			



28 November 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	: Supply and Delivery of One (1) Lot Catering Service for Culmination of ASTI Projects and Stakeholder's Appreciation
Purchase Request No.	: GAA-24-11-20275
Purchase / Work Order No.	: 24-11-283
Total Contract Price	: Php 189,000.00
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: One Hundred Eighty Nine Thousand Pesos

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,

FRANZ A. DE LEON, Ph.D.
 Director

Digitally signed
 by Bayani Benjamin R. Lara

DATE OF ISSUANCE:

December 3, 2024

RECEIVED BY:

 Signature over Printed Name

 Date and Time

Postal Address : ASTI Bldg. UP Technology Park Complex
 CP Garcia Ave., Diliman, Quezon City 1101
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ASTI - FM 03-19
 REV 2 / 05 October 2023