



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.:	25-03-052
Address:	52 Road 2, Bagong Pag-asa D1, Quezon City	PO Date:	March 24, 2025
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:	Provided for under description
Date of Delivery:		Payment Term:	Government Terms
		Warranty Term:	

Stock / Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	Lot	<p>CATERING SERVICE FOR PROCESSED-BASED AND RISK BASED INTERNAL AUDIT TRAINING FOR ISO 9001:2015 (3-DAYS)</p> <p>1. Event Venue, Schedule, and Attendees</p> <p>1.1. Title of Event</p> <p>1.1.1. Process-Based and Risk-Based Internal Audit Training for ISO 9001:2015</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 days, any day between 01-04 April 2025.</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 thirty (30) 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</p>	1	P63,000.00	P63,000.00

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

final schedule of event.

2. Buffet Menu

2.1. Managed buffet with free-flowing coffee.

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.

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

2.4. Caterer shall serve AM snacks, lunch, and PM snacks.

2.4.1. For AM Snacks: Caterer shall provide two (2) to three (3) options of snacks with one (1) round drinks in menu, preferably sandwiches, burgers, or pasta.

2.4.2. Menu for lunch shall include:

2.4.2.1. Soup (preferable but optional);

2.4.2.2. Choice of three (3) viands among chicken, pork, beef, fish, and vegetables;

2.4.2.3. Rice;

2.4.2.4. Dessert; and

2.4.2.5. One (1) round drinks.

2.4.3. For PM Snacks: Caterer shall provide two (2) to three (3) options of snacks with one (1) round drinks in menu, preferably sandwiches, burgers, or pasta.

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 health protocols while inside DOST-ASTI premises.

4. Price and Payment

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

4.2. Send bill arrangement.

4.3. Payment shall be made through Landbank's LDDAP-ADA transfer

		within thirty (30) days upon receipt of billing and complete documents. (Please see attached quotation.)			
				TOTAL:	P63,000.00
(Total Amount in Words)			Sixty Three 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.
Director, DOST-ASTI

(Date)

Fund Cluster:	01	ORS / BURS No.:	021011012025-03-000206
Funds Available:	Php 63,000.00	ORS / BURS Date:	MARCH 24, 2025
		Amount:	P 63,000.00
<div> GAY CONCEPCION S. BUGAGAO Accountant III</div>			



24 March 2025

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 Processed-Based and Risk Based Internal Audit Training for ISO 9001:2015 (3-Days)
Purchase Request No.	: GAA-25-02-20738
Purchase / Work Order No.	: 25-03-052
Total Contract Price	: Php 63,000.00
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: Sixty Three 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
Jeffrey Aborot

DATE OF ISSUANCE:

MAR 26 2025

RECEIVED BY:

Signature over Printed Name

Date and Time

Postal Address : ASTI Bldg. UP 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 8249-9764

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