



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

PURCHASE ORDER

Supplier:	BEVERICK CATERING SERVICES	PO No.:	23-05-069
Address:	Lot 6 Blk 16 Bristlecone St. Ph. 8, Greenwoods Exec. Village, Sta. Ana, Taytay, Rizal 1920	PO Date:	May 15, 2023
TIN:	281-920-646-000	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 AW4RDIS END USER TRAINING</p> <p>1.Event Venue, Schedule, and Attendees</p> <p>1.1.Title of Event</p> <p>1.1.1. AW4RDIS End User 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.Two (2) days, tentatively scheduled on 25-26 May 2023</p> <p>1.3.2.DOST-ASTI shall coordinate the final schedule to the caterer.</p> <p>1.4.Estimated Number of Attendees</p> <p>1.4.1.Maximum of fifty (50) pax per day (700php/pax)</p> <p>1.4.2. 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.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>2.2.Supplier must provide ten percent (10%) buffer in all meals to be served without additional cost to DOST-ASTI.</p> <p>2.3.The caterer shall serve AM snacks, lunch, and PM snacks with drinks, i.e., water, juice, among others.</p> <p>2.3.1.AM snacks shall be served at 10:00 AM.</p> <p>2.3.1.1.The Caterer shall provide two (2) to three (3) choices of snacks in menu.</p> <p>2.3.2.Lunch shall be served at 12:00 NN and menu set shall include:</p>	1	P65,000.00	P65,000.00

Postal Address : ASTI Bldg., U.P. Technology Park Complex,
CP Garcia Ave., Diliman, Quezon City 1101
Website : www.asti.dost.gov.ph
Email : info@astii.dost.gov.ph

Tel No. : +632 8249-8500
+632 8426-9755;
Fax No. : +632 8426-9764

2.3.2.1.Soup;
 2.3.2.2.Choice of two (2) to three (3) viands among chicken, pork, beef and fish;
 2.3.2.3.Vegetables; and
 2.3.2.4.Dessert.
 2.3.3.PM snacks shall be served at 3:00 PM.
 2.3.3.1.The caterer shall provide two (2) to three (3) choices of snacks in menu.
 2.3.4. Overflowing coffee.

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.The caterer shall provide electric coffee percolator.
 3.4.The catering staff should be fully vaccinated and must comply with the prescribed DOST-ASTI or IATF 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 thru Landbank's LDDAP-ADA transfer thirty (30) days upon receipt of billing.

(Please see attached quotation.)

CATERING SERVICES FOR HRIS END USER TRAINING

1.Event Venue, Schedule, and Attendees
 1.1.Title of Event
 1.1.1. HRIS End User Training
 1.2.Venue
 1.2.1. DOST-ASTI Training Room
 DOST-ASTI Bldg., UP
 Technology Park Complex
 CP Garcia Ave., UP Campus,
 Diliman, Quezon City
 1.3.Schedule
 1.3.1.One (1) day, tentatively scheduled on 2 June 2023
 1.3.2.DOST-ASTI shall coordinate the final schedule to the caterer.
 1.4.Estimated Number of Attendees
 1.4.1.Maximum of forty (40) pax per day (700php/pax)
 1.4.3. Final number of headcounts shall be coordinated by DOST-ASTI three (3) calendar days prior to the final schedule of event.

2.Buffer Menu
 2.1.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.
 2.2.Supplier must provide ten percent (10%) buffer in all meals to be served without additional cost to DOST-ASTI.
 2.3.The caterer shall serve AM snacks, lunch, and PM snacks with drinks, i.e., water, juice, among others.

2

Lot

1

₱26,000.00

₱26,000.00

2.3.1.AM snacks shall be served at 10:00 AM.
 2.3.1.1.The Caterer shall provide two (2) to three (3) choices of snacks in menu.
 2.3.2.Lunch shall be served at 12:00 NN and menu set shall include:
 2.3.2.1.Soup;
 2.3.2.2.Choice of two (2) to three (3) viands among chicken, pork, beef and fish;
 2.3.2.3.Vegetables; and
 2.3.2.4.Dessert.
 2.3.3.PM snacks shall be served at 3:00 PM.
 2.3.3.1.The caterer shall provide two (2) to three (3) choices of snacks in menu.
 2.3.4. Overflowing coffee.

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.The caterer shall provide electric coffee percolator.
 3.4.The catering staff should be fully vaccinated and must comply with the prescribed DOST-ASTI or IATF 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 thru Landbank's LDDAP-ADA transfer thirty (30) days upon receipt of billing.

(Please see attached quotation.)

TOTAL: ₱91,000.00

(Total Amount in Words)

Ninety One 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,


FRANZ A. DE LEON, Ph.D. Registered Professional Accountant

 (Signature over Printed Name of Supplier)

 Director, DOST-ASTI

 (Date)

Fund Cluster:	<u>01</u>	ORS / BURS No.:	<u>01101012023-05-000313</u>
Funds Available:	<u>PHP 91,000.00</u>	ORS / BURS Date:	<u>May 16, 2023</u>
		Amount:	<u>₱ 91,000.00</u>
 GAY CONCEPCION S. BUGAGAO Accountant III			



15 May 2023

NOTICE TO PROCEED
 ALTERNATIVE MODE OF PROCUREMENT

Ms. MELANIE L. 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 AW4RDIS End-User Training and HRIS End-User Training
Purchase Request No.	: GAA-23-04-16558
Purchase / Work Order No.	: 23-05-069
Total Contract Price	: Php 91,000.00
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: Ninety One 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. Bids Digitally signed by Franz A. De Leon
 Director

DATE OF ISSUANCE:

May 19, 2023

RECEIVED BY:

 Signature over Printed Name

 Date and Time

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