



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:	BEVERICK CATERING SERVICES	PO No.:	25-05-090
Address:	Lot 6 Blk 16 Bristlecone St. Ph. 8, Greenwoods Exec.Vill., Sta. Ana, Taytay, Rizal 1920	PO Date:	May 23, 2025
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><b>Catering Services for Hackathon at De La Salle University, Manila</b></p> <p>1. OVERVIEW 1.1. DOST-ASTI is seeking qualified and competent services providers for the Supply and Delivery of Catering Services for Hackathon at De La Salle University, Manila 1.2. The Approved Budget for the Contract is inclusive of all government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS 2.1. Venue 2.1.1. Venue is at De La Salle University, Manila 2.2. Schedule 2.2.1. One (1) day, May 30, 2025 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. Eighty (80) 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</p>	1	P54,800.00	P54,800.00

Postal Address : ASTI Bldg., U.P. Technology Park Complex,  
CP Garcia Ave., Diliman, Quezon City 1101  
Website : [www.asti.dost.gov.ph](http://www.asti.dost.gov.ph)  
Email : [info@asti.dost.gov.ph](mailto:info@asti.dost.gov.ph)

Tel No. : +632 8249-8500  
+632 8426-9755



- 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 Filipino rice porridge (provide three (3) choices)
- 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
      - 2.4.2.1.3.4. With fruits or any kind of dessert
- 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)
- 2.5. 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 that the service has been rendered. No payment shall be made for services not rendered under this contract.  (Please see attached quotation.)		
		TOTAL:	P54,800.00
(Total Amount in Words)		Fifty-Four Thousand Eight Hundred 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.:	021011012025-05-000388
Funds Available:	Php 54,800.00	ORS / BURS Date:	MAY 26, 2025
		Amount:	₱ 54,800.00
<div>GAY CONCEPCION S. BUGAGAO Accountant III</div>			



23 May 2025

**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	: <b>Supply and Delivery of One (1) Lot Catering Services for Hackathon at De La Salle University, Manila</b>
Purchase Request No.	: <b>GAA-25-05-21168</b>
Purchase / Work Order No.	: <b>25-05-090</b>
Total Contract Price	: <b>Php 54,800.00</b>
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: <b>Fifty Four Thousand Eight Hundred Pesos</b>

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.**  
Director

Digitally signed by  
Jeffrey A. Aburat

DATE OF ISSUANCE:

**MAY 27 2025**

RECEIVED BY:

Signature over Printed Name

Date and Time

Postal Address : ASTI Bldg. UP Technology Park Complex  
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REV 2 / 05 October 2023