

## MEMORANDUM OF AGREEMENT

KNOWN ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement made and entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2024 in Quezon City, Philippines, by and between:

The **ADVANCED SCIENCE AND TECHNOLOGY INSTITUTE**, a government agency attached to the Department of Science and Technology (DOST), created pursuant to Executive Order No. 128 s.1987, with principal address at ASTI Building, UP Technology Park Complex, CP Garcia Avenue, Diliman, Quezon City, represented by its Director **FRANZ A. DE LEON, Ph.D.**, hereinafter referred to as "**DOST-ASTI**";

-and-

The **UNIVERSITY HOTEL**, formerly Philippine Center for Economic Development Hostel (PCED), an agency established to house government officials from the provinces, visiting scholars, and foreign graduate students, who will take relatively long programs with the University of the Philippines (UP) School of Economics, hereinafter referred to as "**UNIVERSITY HOTEL**" with principal office at Pook Diego Silang, U.P. Campus, Diliman, Quezon City, and represented herein by its Director, **MR. JOSE ALBERTO C. TAÑEDO**.

The **DOST-ASTI** and **UNIVERSITY HOTEL** are herein collectively referred to as "**Parties**".

### WITNESSETH That:

**WHEREAS**, the **UNIVERSITY HOTEL**, a government agency created through Presidential Decree No. 453 is engaged in the business of lease of venue and catering services;

**WHEREAS**, the **DOST-ASTI** as part of developing its strategic communication plan will be holding a Communication Plan Cascade and Communications Skills Training Workshop on 4-5 July 2024;

**WHEREAS**, the major requirements for holding the event are 1) a suitable venue within 3 km driving distance from DOST-ASTI, 2) conference/seminar facilities, and 3) food catering services;

**WHEREAS**, the **UNIVERSITY HOTEL**, as Servicing Agency, has agreed to provide the venue, facilities, and render such services to the **DOST-ASTI** under the terms and conditions herein specified;

**NOW, THEREFORE**, for and in consideration of the foregoing premises and of the terms hereinafter provided, the parties hereby agree to execute this Memorandum of Agreement under the following terms and conditions:

- I. **Subject Matter.** This Agreement refers to the lease and by the **DOST-ASTI** of the venue from the **UNIVERSITY HOTEL** to enable the former to hold the event titled, "**Communication Plan Cascade and Communications Skills Training Workshop**".
- II. **Contract and Contract Price.** This Agreement and DOST-ASTI Purchase Order (PO) No. 24-06-144 dated 26 June 2024 (copy attached) shall be observed by the parties. The contract price for the use of the **DOST-ASTI** of the venue, including certain facilities and catering services by the **UNIVERSITY HOTEL**, including applicable taxes and other service charges, shall be shouldered by the **DOST-ASTI**, total of which shall

be in the amount of **One Hundred Nine Thousand Six Hundred Pesos Only (P109,600.00)**.

- III. **Confirmation of Reservation.** To confirm the reservation made by the **DOST-ASTI**, a signed copy of this Contract, together with DOST-ASTI PO No. 24-06-144 dated 26 June 2024 and Notice to Proceed, must be signed on or before the event.
- IV. **Guaranteed Number.** The **DOST-ASTI** should confirm the guaranteed attendance within seven (7) calendar days prior to the schedule of event. Charges shall be made based on the minimum guaranteed attendance or the actual attendance.
- V. **Rescheduling.** For justifiable reasons, the **DOST-ASTI** may request the rescheduling of the event, provided that the request is made in writing at least two (2) weeks prior to the original schedule of the event. The **DOST-ASTI** recognizes that such rescheduling is subject to the availability of venue on the proposed rescheduled date.
- VI. **Interpretation.** This Contract and the **UNIVERSITY HOTEL's** proposal are complementary in nature. In case of inconsistency between this Contract and the proposal, the terms of this Contract and DOST-ASTI PO No. 24-06-144 shall prevail.
- VII. **Effectivity.** This Contract shall take effect upon the signing hereof and shall remain valid until its satisfactory completion.

**IN WITNESS WHEREOF**, the parties have hereunto set their hands on the date and at the place above written.

**UNIVERSITY HOTEL**

**DOST ADVANCED SCIENCE AND  
TECHNOLOGY INSTITUTE**

Represented by:

Represented by:

**JOSE ALBERTO C. TAÑEDO**  
Resident Manager

  
**FRANZ A. DE LEON, Ph.D.**  
Director

SIGNED IN THE PRESENCE OF

**MA. CORAZON E. TUBAÑA**  
Marketing Assistant

  
**PEDRITO B. MANGAHAS**  
Supervising Science Research Specialist

