



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

PURCHASE ORDER

Supplier:	NATURE SPECIALISTS, INC.	PO No.:	ALAM-23-08-017
Address:	Lot 2 Timberland Heights, Guitnang Bayan 2, San Mateo, Rizal 1850	PO Date:	August 24, 2023
TIN:	010-116-487-000	Mode of Procurement:	NP-53.10 Lease of Real Property

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>LEASE OF VENUE AND ACCOMMODATION (29 AUGUST 2023 – 01 SEPTEMBER 2023) FOR MODEL STORE BETA VERSION LAUNCH AND END-USER TRAINING & STAKEHOLDERS MEETING Estimated Number of Pax: One Hundred Seventy (170)</p> <p>1. BACKGROUND OBJECTIVES</p> <p>1.1 DOST-ASTI is seeking qualified and competent service providers for the lease of venue including food and accommodation of organizers, for ASTI-ALaM's Model Store Beta Version Launch and End-user Training and Stakeholder's Meeting.</p> <p>1.2 The Approved Budget for the Contract is inclusive of all applicable government taxes and services charges.</p> <p>2. SPECIFICATIONS</p> <p>2.1 PLACE AND DATES OF EVENT</p> <p>2.1.1 Date: 29 August 2023 – 01 September 2023</p> <p>2.1.1.1. Dates may be subject to change. Dates shall be confirmed by the end user at least ten (10) calendar days prior to the final event schedule</p> <p>2.1.2 Place: San Mateo, Rizal</p> <p>2.1.2.1. Preferred location should be on the main road of the city center, accessible to common public transportation (e.g., jeepneys, minibuses, etc.)</p> <p>2.1.3 Rooms can accommodate VIPs and have shared rooms for other attendees.</p> <p>2.2. FUNCTION HALL/CONFERENCE ROOM/MEETING ROOM REQUIREMENTS</p> <p>2.2.1. Function Room</p> <p>2.2.1.1. Usage</p> <p>2.2.1.1.1. Whole day use of function room from Day 1 to 3</p> <p>2.2.1.1.2. Half-day use of function room on Day 4, if needed</p> <p>2.2.1.2. Setup</p> <p>2.2.1.2.1. Day 1 to 2 – Classroom-type setup which can accommodate at least seventy (70) persons</p>	1	P1,857,000.00	P1,857,000.00

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;
Fax No. : +632 8426-9764

with rectangular tables and chairs and complimentary tabletop name plates for VIPS, pen/pencils, and papers for note taking

2.2.1.2.2. Day 3 – Banquet style arrangement with round tables and chairs in elegant setup

2.2.1.2.3. Day 4 – Usual meeting arrangement for a closed-door meeting

2.2.1.3. Other Requirements

2.2.1.3.1. With adequate space for the secretariat table at least two (2) tables and six (6) chairs

2.2.1.3.2. With projector and projector screen

2.2.1.3.3. With audio/video system

2.2.1.3.4. With at least three (3) wireless microphones

2.2.1.3.5. With adequate power source and stable internet/Wi-Fi connection during the entire event

2.2.1.3.6. At least four (4) rooms for breakout sessions, consultation meetings and/or business meetings

2.3 CONFERENCE/MEETING MEALS

2.3.1. Day 1 to Day 3 - Plated meal for AM & PM Snacks

2.3.1.1. AM & PM Snacks (heavy snacks with drinks)

2.3.2. Day 4 - Plated meal for AM Snacks and take out PM Snacks

2.3.2.1 AM & PM Snacks. Heavy snacks with drinks (i.e., pasta/ noodles with bread)

2.3.3. Day 1 to Day 4 - Managed lunch and dinner buffet

2.3.3.1. Consists of two (2) main courses, vegetable, rice, dessert, and soup.

2.3.3.2. One round of iced tea/juice/soda.

2.3.4. Day 2 to Day 4 - Breakfast

2.3.4.1. Consists of two (2) main courses, rice, dessert, and soup

2.3.5. Free-flowing brewed coffee from Day 1 to Day 4.

2.3.6. The menu list shall be approved by the end-user.

2.3.7. Complimentary standby mineral water hot/cold dispenser inside the conference/meeting room during the meeting sessions.

2.3.8. With ten percent (10%) buffer on meals.

2.3.9. Take-out boxes/containers for guests/speakers/VIPs, who will not eat in the venue due to urgent business meetings/activities and need to leave venue ASAP.

2.4. ROOM ACCOMMODATIONS

2.4.1. Room types and assignments

2.4.1.1.DAY 1 to 3 - Twelve (12) single rooms for the VIPS

2.4.1.2.DAY 2 - Twenty-seven (27) single rooms for the VIPS

2.4.1.3.DAY 1 to 3 - Eight (8) twin-sharing/triple-sharing rooms for sixteen (16) participants

2.4.1.4.DAY 1 to 3 - Eighteen (18) quadruple sharing rooms for seventy-two (72) participants

2.4.1.5.DAY 2 - Three (3) quadruple sharing rooms for twelve 12 participants

2.4.2.Other room requirements

2.4.2.1.Modest room accommodation available within the facility (no breakfast included).

2.4.2.2.Air-conditioned, quiet, sanitized based on pandemic protocols, safe, and with sanitation kit per guest.

2.4.2.3.Good and maintained facility standard (sanitation permit), i.e., no leaks and unsightly

	<p>markings in beds/bedding/ceilings, etc.</p> <p>2.4.2.4. With free and stable Wi-Fi in rooms.</p> <p>2.4.2.5. With own restroom (with adequate hot and cold water) per room.</p> <p>3. PAYMENT TERMS</p> <p>3.1. Certificate of funds Availability shall be issued by DOST-ASTI in lieu of deposit. Full payment shall be done based on the final statement of account after the event through send bill arrangement.</p> <p>3.2 Bill/Statement of Account to be provided to DOST-ASTI on or before completion of the event and must reflect the breakdown of charges for the following:</p> <p>3.2.1. Function Hall/Conference Room/Meeting Room Rental cost with equipment;</p> <p>3.2.2. Food and drinks for conference meeting package; and</p> <p>3.2.3. Room accommodation for organizers and speakers.</p> <p>3.3. Payment shall be based on the actual number of persons. No payment shall be made for goods and services not delivered/utilized under this contract.</p> <p>3.4. Price must include taxes and other service charges.</p> <p>3.5. In the event of force majeure, DOST-ASTI has the right to terminate the contract or move the date of the event without additional charges when the supplier is unable to deliver or perform any or all of the goods pursuant to the 2026 IRR or RA No.9184.</p> <p>(Please see attached offer.)</p>			
			TOTAL:	₱1,857,000.00


(Total Amount in Words)	One Million Eight Hundred Fifty Seven 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. Digitally signed by Franz A. De Leon
 Director, DOST-ASTI

(Date)

Fund Cluster:	_____	ORS / BURS No.:	_____
		ORS / BURS Date:	_____
Funds Available:	_____	Amount:	₱ _____
GAY CONCEPCION S. BUGAGAO _____ Accountant III			



24 August 2023

NOTICE TO PROCEED
 ALTERNATIVE MODE OF PROCUREMENT

Ms. JELYN D. RAMOS
 Banquet Sales Executive
NATURE SPECIALISTS, INC.
 Lot 2 Timberland Heights
 Guitnang Bayan 2
 San Mateo, Rizal 1850

Dear Ms. Ramos,

This Notice to Proceed is hereby issued for the following contract details:


Contract Name	: Lease of Venue and Accommodation (29 August 2023- 01 September 2023) for Model Store Beta Version Launch and End-user Training & Stakeholders Meeting Estimated Number of Pax: One Hundred Seventy (170)
Purchase Request No.	: <u>ALAM-23-08-17361</u>
Purchase / Work Order No.	: <u>ALAM-23-08-017</u>
Total Contract Price	: <u>Php 1,857,000.00</u>
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: One Million Eight Hundred Fifty Seven Thousand Pesos

Upon issuance of this Notice, your company, **NATURE SPECIALISTS, INC.** 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 Benjamin R. Lara

DATE OF ISSUANCE:

August 29, 2023

RECEIVED BY:

 Signature over Printed Name

 Date and Time

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