



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

**PURCHASE ORDER**

<b>Supplier:</b>	<b>LORELAND REALTY AND DEVELOPMENT CORP.</b>	<b>PO No.:</b>	<b>23-09-189</b>
<b>Address:</b>	<b>165 ML Quezon St., San Roque, Antipolo City, Rizal 1870</b>	<b>PO Date:</b>	<b>September 25, 2023</b>
<b>TIN:</b>	<b>004-709-486-000</b>	<b>Mode of Procurement:</b>	<b>NP-53.10 Lease of Real Property</b>

Gentleman:

Please furnish this Office the following articles subject to the terms and conditions contained herein:

<b>Place of Delivery:</b>	<b>ASTI Bldg., C.P. Garcia Ave., U.P. Technology Park Complex, U.P. Campus, Diliman, Quezon City 1101</b>	<b>Delivery Term:</b>	<b>Provided for under description</b>
<b>Date of Delivery:</b>		<b>Payment Term:</b>	<b>Government Terms</b>
		<b>Warranty Term:</b>	

Stock / Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	Lot	<p><b>LEASE OF VENUE AND VEHICLE FOR COMPETENCY FRAMEWORK WORKSHOP SESSIONS ON 28-29 SEPTEMBER 20231. GENERAL OVERVIEW</b></p> <p>1.1. The DOST-ASTI is seeking qualified and competent service providers for the lease of venue including food, accommodation, and transportation of participants for the Competency Framework Workshop.</p> <p>1.2. The Approved Budget for the Contract is inclusive of all applicable government taxes and services charges.</p> <p><b>2. SPECIFICATIONS</b></p> <p>2.1. Place and dates of event</p> <p>2.1.1. Date: 28-29 September 2023</p> <p>2.1.1.1. Dates may be subject to change. Dates shall be confirmed by DOST-ASTI at least seven (7) calendar days prior to the final event schedule.</p> <p>2.1.2. Place: Antipolo, Rizal</p> <p><b>2.2.FUNCTION HALL/CONFERENCE ROOM REQUIREMENTS</b></p> <p>2.2.1. Usage and set-up</p> <p>2.2.1.1. Can accommodate maximum of forty (40) guests</p> <p>2.2.1.2. Fully airconditioned</p> <p>2.2.1.3. Whole day use of function/conference room for two (2) days</p> <p>2.2.1.4. Final function/conference room set-up will be coordinated by the organizer a day before the event.</p> <p>2.2.2. Other requirements</p> <p>2.2.2.1. With projector and projector screen</p> <p>2.2.2.2. With audio/video system</p> <p>2.2.2.3. Excellent quality of sound system</p> <p>2.2.2.4. With at least three (3) wireless microphones</p> <p>2.2.2.5. With adequate power source and stable internet/Wi-Fi connection during the entire event</p> <p>2.2.2.6. Complimentary supply of pencils and notepads for each participant</p> <p>2.2.2.7. Provision of extension outlets for charging</p>	1	₱237,476.40	₱237,476.40

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;  
Fax No. : +632 8426-9764

of laptops

### 2.2.3. CONFERENCE/MEETING MEALS

2.2.3.1. Day 1 – AM Snacks, Lunch, PM Snacks and Dinner for 35 pax

2.2.3.2. Day 2 – Breakfast, AM Snacks, Lunch, and PM Snacks for 37 pax

2.2.3.3. AM and PM snacks must consist of heavy snacks and drinks

2.2.3.4. Breakfast, Lunch, and Dinner must consist of at least two (2) main courses (Fish + Pork/Chicken), vegetable, rice, dessert, soup, and one round of iced tea/juice/soda

2.2.3.5. All meals must be served in Set Menu or Assisted Buffet

2.2.3.6. The menu list shall be approved by the DOST-ASTI

2.2.3.7. Supplier must provide menu list with separate dish menu for vegetarians.

2.2.3.7.1. Meal for one (1) pure vegetarian guest (no meat, no seafood and fish/shellfish, no onion, no garlic, no beef/chicken bouillon, no oyster sauce, no animal fat or oil) for September 28-29.

2.2.3.7.2. The DOST-ASTI will notify the provider of the number of meals to be prepared for those participants with food restrictions at least seven (7) calendar days before the conduct of the event.

2.2.3.8. With provision of mineral water (in water dispenser) and free-flowing coffee

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

### 2.2.4. ROOM ACCOMMODATION

2.2.4.1. Number of Guests

2.2.4.1.1. 27 September 2023 (Organizer): Four (4)

2.2.4.1.2. 28 September 2023 (Day 1): Thirty-four (34)

2.2.4.2. Room Types:

2.2.4.2.1. Two (2) rooms (twin sharing) on 27-28 September 2023 for the advance party/organizer

2.2.4.2.2. One (1) standard single/double room for the agency head/director on 28 September 2023

2.2.4.2.3. Standard twin/triple sharing rooms for twenty-nine (29) guests on 28 September 2023

### 2.2.5. TRANSPORTATION

2.2.5.1. One (1) vehicle to ferry the participants from DOST-ASTI to the venue and vice-versa:

2.2.5.1.1. Type: Bus

2.2.5.1.2. Can accommodate maximum of forty (40) persons

2.2.5.1.3. Fully airconditioned

2.2.5.2. Schedule of Trips

2.2.5.2.1. 28 September 2023 – AM trip from DOST-ASTI to venue

2.2.5.2.2. 29 September 2023 – PM trip from venue to DOST-ASTI

2.2.5.2.3. The DOST-ASTI will coordinate the final time schedule of trips at least three (3) days before the event.

### 3. PRICING AND PAYMENT TERMS

3.1. Price quotation must be inclusive of applicable government taxes and charges.

3.2. Supplier must provide a breakdown of its price quotation upon submission to the ASTI BAC Secretariat, including folio of charging.

3.3. In the event of force majeure, the DOST-ASTI has the right to terminate the contract or move the date of the event without additional charges to the Institute pursuant to the 2016 revised IRR of RA No. 9184.

3.4. Full payment shall be processed upon submission of complete documents from the provider.

	(Please see attached quotation.)		
		<b>TOTAL:</b>	<b>₱237,476.40</b>
<b>(Total Amount in Words)</b>	<b>Two Hundred Thirty Seven Thousand Four Hundred Seventy Six Pesos and Forty Centavos Only</b>		

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)

  
**FRANZA A. DE LEON, Ph.D.**

Director, DOST-ASTI

Digitally signed by Franz A. De Leon

\_\_\_\_\_  
(Date)

<b>Fund Cluster:</b>	<u>01</u>	<b>ORS / BURS No.:</b>	<u>011021012023 - 09 - 000039</u>
		<b>ORS / BURS Date:</b>	<u>SEPTEMBER 26, 2023</u>
<b>Funds Available:</b>	<u>PHP 237,476.40</u>	<b>Amount:</b>	<u>₱ 237,476.40</u>
 <b>GAY CONCERCION S. BUGAGAO</b> Accountant III			



25 September 2023

**NOTICE TO PROCEED**  
ALTERNATIVE MODE OF PROCUREMENT

**Ms. ROBHELLE MAE GUTIERREZ**  
Sales Executive  
**LORELAND REALTY AND DEVELOPMENT CORP.**  
165 ML Quezon St., San Roque  
Antipolo City, Rizal 1870

Dear Ms. Gutierrez,

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


Contract Name	: <b>Provision of One (1) Lot Lease of Venue and Vehicle for Competency Framework Workshop Sessions on 28-29 September 2023</b>
Purchase Request No.	: <b>GAA-23-09-17550</b>
Purchase / Work Order No.	: <b>23-09-189</b>
Total Contract Price	: <b>Php 237,476.40</b>
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: <b>Two Hundred Thirty Seven Thousand Four Hundred Seventy Six Pesos and Forty Centavos</b>

Upon issuance of this Notice, your company, **LORELAND REALTY AND DEVELOPMENT CORP.** 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 Bayani  
Benjamin F. Lara

DATE OF ISSUANCE:

**SEP 26 2023**

RECEIVED BY:

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Date and Time

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