



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

<b>Supplier:</b>	<b>DREAMVENTURES PROPERTY MANAGEMENT CORPORATION</b>	<b>PO No.:</b>	<b>NetMesh-23-11-013</b>
<b>Address:</b>	<b>#61 SCT Tobias, Laging Handa, Quezon City 1103</b>	<b>PO Date:</b>	<b>November 30, 2023</b>
<b>TIN:</b>	<b>006-871-146-000</b>	<b>Mode of Procurement:</b>	<b>NP-53.10 Lease of Real Property and Venue</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>Per end-user's schedule</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 for the conduct of NetMesh Project Closeout</b></p> <p><b>1. BACKGROUND AND OBJECTIVES</b></p> <p>1.1. The Advanced Science and Technology Institute (ASTI) is seeking qualified and competent bidders for the lease of venue including catering services for the NetMesh Project Closeout.</p> <p>1.2. The Approved Budget for the Contract indicated herein is inclusive of all applicable government taxes and service charges.</p> <p><b>2. MINIMUM REQUIREMENTS</b></p> <p>2.1. One (1) Lot Lease of Venue for the conduct of NetMesh Project Closeout</p> <p>2.2. Place and Date of Event</p> <p>2.2.1. Tentative Schedule: 04 December 2023</p> <p>(may subject to change)</p> <p>2.2.2. Dates shall be confirmed by the end-user at least 10 calendar days prior to the final event schedule</p> <p>2.2.3. Place: Around Metro Manila only</p> <p>2.3. Function Hall/Conference Room/Meeting Room Requirements</p> <p>2.3.1. Function Hall/Conference Room</p> <p>2.3.1.1. The room must be fully air-conditioned.</p> <p>2.3.1.2. Can accommodate 50 people.</p> <p>2.3.1.3. With tables and chairs.</p> <p>2.3.1.4. With space outside the function hall/conference room for standees and secretariat table, which can accommodate (1) one table and (3) three chairs.</p> <p>2.3.1.5. With adequate power source</p> <p>2.3.1.6. With available equipment and platforms, as follows:</p> <p>2.3.1.6.1. Projector</p> <p>2.3.1.6.2. Projector screen</p>	1	P156,150.00	P156,150.00

**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

2.3.1.6.3. Audio and video equipment

2.3.1.6.4. At least two (2) microphones

2.3.1.6.5. Extension cords for charging of laptops of organizers and attendees

2.3.1.6.6. Podium

2.3.1.6.7. Whiteboard or flipchart with markers

2.3.1.6.8. With an assigned support for network/video/ audio to assist during the event.

2.4. Other requirements

2.4.1. Function Hall Room

2.4.1.1. Function Hall Room should have complimentary use of other facilities such as parking, holding room /waiting room for VIPs.

2.4.1.2. The function room shall include event welcome signage in the venue (electronic or printed), complimentary tabletop name plates for VIPs, special guests, and speakers (if available), pen/pencils and paper for note taking purposes of guests and secretariat, and other necessary services such as assistance to guests and organizers, doctor on call and transportation services.

2.4.2. Meal requirements

2.4.2.1. Guaranteed pax of fifty (50) with ten percent (10%) buffer

2.4.2.2. Meals should be served for lunch.

2.4.2.3. Snacks are to be served during AM/PM Snacks with drinks.

2.4.2.4. Must include one (1) plated vegetarian snack (no onion, no garlic, no spring onion, no leeks)

2.4.2.5. Preferred menu for lunch as follows:

2.4.2.5.1. Choice of soup

2.4.2.5.2. Choice of Salad or Pasta (for confirmation of end-user)

2.4.2.5.3. Two (2) sets of viands (chicken, beef, or fish)

2.4.2.5.4. White rice

2.4.2.5.5. Vegetable meal

2.4.2.5.6. One (1) plated vegetarian meal (no onion, no garlic, no spring onion, no leeks)

2.4.2.5.7. With fruits or desserts

2.4.2.5.8. Fruit juice/Soda/Iced tea (one (1) round) or served to the guests' table

2.4.2.6. Other requirements

2.4.2.6.1. With overflowing coffee or tea during all the meeting sessions

2.4.2.6.2. Complimentary standby mineral water dispenser (hot and cold) inside the conference /meeting rooms or equivalent during all the meeting sessions

2.4.2.6.3. Provision of cocktail food and drinks for the socials. Actual drink selection to be approved by DOST-ASTI.

2.4.2.6.4. Provision of entertainment for the socials, with one (1) artist or band to perform at least two (2) sets.

2.4.2.6.5. Menu list for the event proper and socials shall be approved by end-user.

2.5. Room Accommodation for Regional Attendees/Organizers

2.5.1. Modest room accommodation

2.5.2. Maximum of five (5) rooms

2.5.2.1. Three (3) rooms for single occupancy

	<p>2.5.2.2. Two (2) rooms for twin sharing</p> <p>2.5.3. Air-conditioned, quiet, and sanitized.</p> <p>2.5.4. Good standard, i.e., no leaks and unsightly markings in bedding/ceilings, etc</p> <p>2.5.5. With free and stable Wi-Fi</p> <p>2.5.6. With own restroom per room</p> <p><b>3. PAYMENT AND DELIVERY TERMS</b></p> <p>3.1. The winning bidder must have a provision for a Send Bill Arrangement wherein payment shall be made after the conclusion of the event and upon receipt and approval of the Institute of the final Billing Invoice from the winning bidder / service provider.</p> <p>3.2. Bill/Statement of Account must reflect breakdown of charges for the following:</p> <p>3.2.1. Function Hall/Conference Room/Meeting Room and Small Rooms Lease</p> <p>3.2.2. Meals</p> <p>3.2.3. Room Accommodation for Organizers / Secretariat</p> <p>3.3. Payment shall be based on the actual number of usage.</p> <p>3.4. Price must include government taxes and other service charges.</p> <p>3.5. In the event of force majeure, DOST-ASTI has the right to reschedule or terminate the contract when, due to force majeure, the supplier is unable to deliver or perform any or all the Goods and Services pursuant to the 2016 IRR of RA No. 9184.</p> <p>(Please see attached quotation.)</p>		
		<b>TOTAL:</b>	<b>P156,150.00</b>
<b>(Total Amount in Words)</b>		<b>One Hundred Fifty Six Thousand One Hundred Fifty Pesos 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)

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

Director, DOST-ASTI

Digitally signed by Bayard Benjamin R. Lara

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

<b>Fund Cluster:</b>	07	ORS / BURS No.: 073086012023-12-00053
		ORS / BURS Date: DECEMBER 01, 2023
<b>Funds Available:</b>	PHP 156,150.00	Amount: ₱ 156,150.00
<p> <b>GAY CONCEPCION S. BUGAGAO</b> Accountant III</p>		



30 November 2023

**NOTICE TO PROCEED**  
**ALTERNATIVE MODE OF PROCUREMENT**

**Ms. HANNAH KATHLEEN C. ABANTE**  
 Sales Associate  
**DREAMVENTURES PROPERTY MANAGEMENT CORPORATION**  
 #61 SCT Tobias, Laging Handa  
 Quezon City 1103

Dear Ms. Abante,

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

Contract Name	: <b>Provision of One (1) Lot Lease of Venue for the conduct of NetMesh Project Closeout</b>
Purchase Request No.	: <b>NetMeshR8-23-11-18386</b>
Purchase / Work Order No.	: <b>NetMesh-23-11-013</b>
Total Contract Price	: <b>Php 156,150.00</b>
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: <b>One Hundred Fifty Six Thousand One Hundred Fifty Pesos</b>

Upon issuance of this Notice, your company, **DREAMVENTURES PROPERTY MANAGEMENT CORPORATION** 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  
 Director

DATE OF ISSUANCE:

**01 DEC 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)  
 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

ASTI-FM 03-19  
 REV 2 / 05 October 2023