



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:	BSM HOLDINGS, INC.	PO No.:	SAR-AIS-24-04-005
Address:	Lot 5B Blk 25 Diosdado Macapagal Ave., Brgy. 076, Pasay City 1300	PO Date:	April 24, 2024
TIN:	000-154-389-002	Mode of Procurement:	NP-53.10 Lease of Real Property and Venue

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:** 17 May 2024

Date of Delivery: _____ **Payment Term:** Government Terms

_____ **Warranty Term:** _____

Stock / Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	Lot	Lease of Venue for the Conduct of Culmination Event of SARwAIS Project 1. General Statement / Background / Objectives 1.1. DOST-ASTI is seeking qualified and competent service providers for the Lease of Venue with Catering Services, for the conduct of the Culmination Event of the SARwAIS Project. 1.2. The Approved Budget for the Contract is inclusive of all applicable government taxes and service charges. 2. Specifications 2.1. Place 2.1.1. Within Metro Manila (Quezon City or Pasay City) 2.2. Date: 2.2.1. May 17, 2024 2.3. Function Hall Requirements 2.3.1. Room must be fully air-conditioned 2.3.2. No pillars in the middle of the room (Preferred) 2.3.3. High ceilings (Preferred) 2.3.4. With one (1) elevated speaker platform/stage 2.3.5. With one (1) elevated platform for media equipment 2.3.6. Preferably with good lighting 2.3.7. Duration of the Event Proper: 9:00 AM – 2:00 PM 2.3.7.1. Function hall can accommodate a maximum of one hundred fifty (150) pax. 2.3.7.2. With tables and chairs, seating arrangement to be provided by the End-user ten (10) calendar days upon issuance of Notice to Proceed (NTP). 2.3.8. With adequate space on the foyer/lobby before the function for standees, exhibits and	1	P383,321.44	P383,321.44

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

registration table. The supplier must also provide tables and chairs for the registration booth. Set-up will be provided by the End-user ten (10) calendar days upon issuance of NTP.

2.3.9. With adequate power source for the attendees and the secretariat.

2.3.10. With available equipment and services, as follows:

2.3.10.1. LED wall to project for the audience

2.3.10.1.1. With a minimum dimension of 3m x 5m or better

2.3.10.2. Allowed ingress and egress time for the function room

2.3.10.2.1. Ingress: 5:00 AM – 6:00 AM

2.3.10.2.2. Egress: Two (2) hours after the conclusion of the event

2.3.10.3. Light and Audio Equipment

2.3.10.3.1. Basic sound system

2.3.10.3.2. Lighting system bright enough for reading

2.3.10.3.3. Usage from 8:00 AM – 2:00 PM

2.3.10.4. At least two (2) microphones

2.3.10.4.1. Usage from ingress to egress

2.3.10.4.2. Provision of additional two (2) microphones upon request of End-user

2.3.10.5. Podium

2.3.10.6. A dedicated internet connection of 25Mbps or better for the planned videoconference and streaming sessions

2.3.10.6.1. Usage from 6:00 AM – 2:00 PM

2.3.10.6.2. Provision of additional charges for electricity and higher bandwidth of internet connectivity.

2.4. A room shall be used as a secretariat holding room

2.4.1. Holding room can be used starting from ingress to egress

2.5. Meal requirements

2.5.1. Served during the event.

2.5.1.1. Morning snacks will be served plated, while lunch is an assisted buffet, based on the preference of End-user.

2.5.1.2. A maximum of one hundred fifty (15) persons for morning snacks and buffet lunch with a guarantee of one hundred (100) persons, with ten percent (10%) buffer. Final number of attendees shall be confirmed by the End-user ten (10) calendar days prior to the event.

2.5.1.3. Lunch must be served with assisted service buffet set-up

2.5.1.4. Menu for buffet lunch shall include the following:

2.5.1.4.1. Two (2) Main Courses: Choices of chicken, pork, or fish

2.5.1.4.2. Rice

2.5.1.4.3. Vegetable

2.5.1.4.4. Soup

2.5.1.4.5. Desserts or Fruits

2.5.1.4.6. Juice/Soda/Iced Tea (one (1) round) to be served to the guests' table

2.5.1.4.7. Includes thirty (30) plated meals (from the total number of pax) for VIPs, subject for confirmation from end-user.

2.5.1.5. Menu for morning snacks shall include the following:

2.5.1.5.1. Choice of pasta or sandwich

2.5.1.5.2. Must be plated

2.5.1.6. With free-flowing coffee or tea during the event

2.5.2. Menu list shall be approved by end-user

2.5.3. Complimentary standby mineral water dispenser (hot and cold) inside the conference/meeting rooms.

2.5.4. Wine for Toasting Ceremony

2.5.4.1. Glasses of wine must be provided for all the guests of the event.

2.5.4.2. The glasses must be served to all the guests upon notification by one (1) member of the secretariat on the day of the event.

2.6. Other Requirements for the Session/s (As applicable)

2.6.1. Function hall should have complimentary use of other facilities such as parking for arriving VIPs.

2.6.2. The meeting/conference package shall include event and directional signages 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, medical assistance and transportation services.

2.6.3. Must have an assigned technical support to assist during the whole duration of event

2.6.4. Must have a dedicated events coordinator/manager for any meal requirement concerns

2.6.5. Must provide housekeeping and security

2.7. Room accommodation for the secretariat / organizers a day before the event (May 16 to 17, 2024, 2D1N)

2.7.1. Modest room accommodation

2.7.2. Maximum of eight (8) rooms, good for one (1) night

2.7.2.1. One (1) single occupancy room

2.7.2.2. Seven (7) double occupancy rooms

2.7.3. Air-conditioned, quiet, sanitized based on safety and health protocols for COVID-19 and with provision of sanitation kit per guest.

2.7.4. Rooms must be air-conditioned with standard amenities such as safety deposit box, closet, clean toilet and bathroom, beddings, towels and toiletries (tissue, shampoo, conditioner and soap);

2.7.5. Good standard, i.e., no leaks and unsightly markings in beds/beddings/ceilings, etc.

2.7.6. With free and stable Wi-Fi

2.7.7. With complimentary breakfast

2.7.8. With own restroom per room with hot and cold shower water supply

2.7.9. With access to all hotel facilities

2.7.10. Other Room Requirements

2.7.10.1. Hotel must provide special rates for Single and Double Occupancy Rooms, inclusive of all government taxes and charges.

2.7.10.2. Provision for hotel-airport-hotel transfers for speakers and guests.

3. Payment and Delivery Terms

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 DOST-ASTI of the following documents from the service provider:

3.1.1. Final billing invoice;

3.1.2. Event order acknowledged by end-user;


	<p>3.1.3. Summary of meals served (menu with number of persons served); and 3.1.4. Room accommodation list. 3.2. Bill/Statement of Account must reflect breakdown of charges for the following: 3.2.1. Function hall lease; 3.2.2. Meals; and 3.2.3. Room Accommodation for organizers/secretariat. 3.3. Payment shall be based on the actual number of persons. 3.5. Price must include all government taxes and other service charges. 3.6. DOST-ASTI has the right to a) terminate the contract when the supplier is unable to deliver or perform any or all the Goods and Services or b) reschedule the event due to force majeure pursuant to the 2016 revised IRR of RA No. 9184.</p> <p><i>(Please see attached quotation.)</i></p>			
			TOTAL:	P383,321.44
(Total Amount In Words)			Three Hundred Eighty-Three Thousand Three Hundred Twenty-One Pesos and Forty-Four Centavos 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

Digitally signed by Franz A. De Leon, DN: cn=Franz A. De Leon, o=DOST-ASTI, ou=Director, email=Franz.A.DeLeon@dost-asti.gov.ph

(Date)

Fund Cluster:	07	ORS / BURS No.: 073086012024-04-000120
Funds Available:	PHP 383,321.44	ORS / BURS Date: APRIL 25, 2024
		Amount: ₱ 383,321.44
 GAY CONCEPCION S. BUGAGAO Accountant III		



24 April 2024

NOTICE TO PROCEED
 ALTERNATIVE MODE OF PROCUREMENT

Ms. REGINE O. SANTIAGO
 Assistant Events Manager
BSM HOLDINGS, INC.
 Lot 5B Blk 25 Diosdado Macapagal Ave.
 Brgy. 076, Pasay City 1300

Dear Ms. Santiago,

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

Contract Name	: Provision of One (1) Lot Lease of Venue for the Conduct of Culmination Event of SARwAIS Project
Purchase Request No.	: SAR-AIS-24-03-18800
Purchase / Work Order No.	: SAR-AIS-24-04-005
Total Contract Price	: ₱383,321.44
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: Three Hundred Eighty-Three Thousand Three Hundred Twenty-One Pesos and Forty-Four Centavos

Upon issuance of this Notice, your company, **BSM HOLDINGS, 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 Franz A. De Leon
 DN: cn=Franz A. De Leon, o=ASTI, ou=ASTI, email=franz@asti.dost.gov.ph, c=PH

DATE OF ISSUANCE:

29 APR 2024

RECEIVED BY:

 Signature over Printed Name

 Date and Time