



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:	CLUB BALAI ISABEL, INC.	PO No.:	24-05-084
Address:	Banga Talisay, Batangas 4220	PO Date:	May 02, 2024
TIN:	006-508-283-000	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:	09-10 May 2024
Date of Delivery:	_____	Payment Term:	Government Terms
		Warranty Term:	_____

Stock / Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	Lot	<p>LEASE OF VENUE FOR STRENGTHENING TEAM DYNAMICS TRAINING ON 09-10 MAY 2024</p> <p>1. GENERAL OVERVIEW</p> <p>1.1.The DOST-ASTI organizes an annual training course on Strengthening Team Dynamics, which will be participated in by all DOST-ASTI personnel. The activity aims to develop the competencies of the ASTI personnel, specifically on Teamwork and Building Collaborative and Inclusive Working Relationships. A face-to-face training shall be conducted outside DOST-ASTI premises to enable the participants to focus on the training deliverables and encourage active participation during the activities. Furthermore, no available venue in ASTI can accommodate all the target participants. Hence, venue, food, and accommodation are necessary to conduct said activity.</p> <p>1.2. The Approved Budget for the Contract is inclusive of all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Training Dates and Venue</p> <p>2.1.1. Date: 09-10 May 2024</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. Talisay, Batangas (Preferred)</p> <p>2.2. Facility/Training Requirements</p> <p>2.2.1 Can accommodate a maximum of one hundred ninety (190) persons</p> <p>2.2.1.1 Maximum of one hundred ninety (190) pax, a guaranteed number of one hundred fifty (150)</p>	1	₱831,817.80	₱831,817.80

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

pax.

2.2.2. Provision of one (1) function hall and open fields for indoor & outdoor activities

2.2.3. Room Types according to the following:

Room Category

Superior Room (Good for 6 pax) - 18 Rooms - 108 px

Standard Room (Good for 6 pax) - 14 Rooms - 81 pax

Standard Room (Single /Double) - 1 - 1 pax (Director)

2.2.4. Provision of training facilitators and marshalls that shall guide the entire activities.

2.2.5 Provision of the following during the entire training:

2.2.5.1. Fully functioning projector and screen; and

2.2.5.2. Audio/Video system.

2.2.6. Reliable Internet/Wi-Fi connection in the individual rooms and training venues.

2.2.7. DOST-ASTI will notify the provider of the actual number of pax, to provide room accommodation for the participants at least seven (7) calendar days before the conduct of the event.

2.2.8. Provision of first aid kit in case of emergency.

2.3. Food and Beverages

2.3.1. Meal requirements are as follows:

Day 1

AM Snacks

Managed Buffet Lunch

PM Snacks

Managed Buffet Dinner

Day 2

Breakfast

AM Snacks

Managed Buffet Lunch

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

2.3.1.2. Breakfast and Dinner must consist of two (2) main courses (Fish/Pork/Chicken/Beef) while Lunch must consist of three (3) main courses (Fish/Pork/Chicken/Beef). All meals (Breakfast/Lunch/Dinner) shall also include a vegetable dish, rice, dessert, soup, and one round of iced tea/juice/soda.

2.3.1.3. DOST-ASTI shall approve the menu list.

2.3.1.4. Special meal considerations on the dietary requirements of participants with food restrictions (e.g., restrictions on pork, vegetables, etc.).

2.3.1.5. 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.

2.3.1.6. Free-flowing coffee, tea, and drinking water should be available during sessions.

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

2.4. Other Conditions

Allow early check-in (before lunch) or a secured room to be provided on Day 1 to store participants' luggage if activities are ongoing; and Complimentary use of amenities during the training.

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 including food menu options upon submission to the DOST-ASTI BAC Secretariat, including folio of charging. 3.3. A single advance payment not to exceed 50% of the total amount of the contract price may be allowed subject to the compliance of end-user and supplier with the procurement requirements 3.4. In the event of force majeure, DOST-ASTI can terminate the contract or move the event date without additional charges to the Institute pursuant to the 2016 revised IRR of RA No. 9184. 3.5. Full payment shall be processed upon completion of the activity and submission of complete documents from the provider. (Please see attached quotation.)		
		TOTAL:	₱831,817.80
(Total Amount in Words)		Eight Hundred Thirty-One Thousand Eight Hundred Seventeen Pesos and Eighty 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.

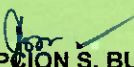
Conforme:

Very Truly Yours,

 (Signature over Printed Name of Supplier)


FRANZ A. DE LEON, Ph.D. Digitally signed by Franz A. De Leon
 Director, DOST-ASTI

 (Date)

Fund Cluster:	01	ORS / BURS No.:	D11011012024-05-000306
		ORS / BURS Date:	MAY 03, 2024
Funds Available:	₱831,817.80	Amount:	₱ 831,817.80
 GAY CONCEPCION S. BUGAGAO Accountant III			



02 May 2024

NOTICE TO PROCEED
ALTERNATIVE MODE OF PROCUREMENT

Ms. MARIAN D. SALVADOR
 Account Executive
CLUB BALAI ISABEL, INC.
 Banga Talisay
 Batangas 4220

Dear Ms. Salvador,

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

Contract Name	:	Provision of One (1) Lot Lease of Venue for the Strengthening Team Dynamics Training on 09-10 May 2024
Purchase Request No.	:	GAA-24-04-19022
Purchase / Work Order No.	:	24-05-084
Total Contract Price	:	₱831,817.80
(inclusive of taxes, import duties and all other charges or fees)		
Total Contract Price in Words	:	Eight Hundred Thirty-One Thousand Eight Hundred Seventeen Pesos and Eighty Centavos

Upon issuance of this Notice, your company, **CLUB BALAI ISABEL, 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

DATE OF ISSUANCE:

06 MAY 2024

RECEIVED BY:

 Signature over Printed Name

 Date and Time