



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>	WWW.BENEW.DESIGNS, INC.	<b>PO No.:</b>	24-05-111
<b>Address:</b>	Fronting Severina Homes, National Highway, Landayan, San Pedro, Laguna 4023	<b>PO Date:</b>	May 29, 2024
<b>TIN:</b>	007-561-229-000	<b>Mode of Procurement:</b>	NP-53.9 Small Value Procurement

Gentleman:

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

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

Stock / Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	Lot	<p><b>2024 DOST Central Office Exhibit Design, Production, and Setup</b></p> <p>1. Background / Objectives.</p> <p>1.1. Design, production, and setup of the DOST-ASTI exhibit at the DOST Central Office (CO).</p> <p>1.2. Specifications indicated herein are minimum requirements, unless otherwise stated.</p> <p>1.3. Offers of equivalent or better specifications are acceptable.</p> <p>2. Functional / Technical Specifications.</p> <p>2.1. Event Details.</p> <p>2.1.1. Event: DOST-ASTI exhibit at DOST Central Office (CO).</p> <p>2.1.2. Venue: DOST CO, Bicutan.</p> <p>2.1.3. Duration: 01-30 June 2024.</p> <p>2.1.3.1. Default duration of requirements unless otherwise specified.</p> <p>2.1.4. Ingress / Egress.</p> <p>2.1.4.1. Ingress: 31 May 2024 (earliest).</p> <p>2.1.4.2. Egress: 30 June 2024.</p> <p>2.1.5. Event Hours: 24-hour exhibit.</p> <p>2.1.6. Actual Duration, Ingress, and Egress subject to completion of procurement process and issuance of Notice of Award (NOA), Purchase Order (PO), and Notice to Proceed (NTP), and may be adjusted accordingly.</p> <p>2.2. Delivery, Installation, and Recovery.</p> <p>2.2.1. Exhibit materials picked up at DOST-ASTI.</p> <p>2.2.2. Exhibit delivered and installed by Ingress date at event venue.</p> <p>2.2.3. Items for refurbishment and/or repair may be delivered directly to the event venue for ingress and setup.</p> <p>2.2.4. External Provider is responsible for recovering the exhibit from the venue during exhibit egress and must be delivered to DOST-ASTI not later than two (2) calendar days from Egress date.</p>	1	P95,200.00	P95,200.00

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



2.2.5. External Provider is to exercise due care and employ applicable measures to prevent damage in handling and transport of the exhibit materials.

2.3. Transportation and Setup.

2.3.1. Vehicle.

2.3.1.1. Closed truck or van.

2.3.2. Inclusive of all fuel, parking fees, toll fees, and any other related transportation fees.

2.3.3. External Provider Helpers shall assist DOST-ASTI staff in setup and breakdown of the exhibit during ingress and egress, respectively.

2.3.4. Manpower Support Personnel.

2.3.4.1. Supervisor.

2.3.4.2. Driver.

2.3.4.3. Helpers: At least six (6) persons for ingress, setup, dismantling, egress.

2.4. Rentals.

2.4.1. Flooring.

2.4.1.1. Installation of needle punch carpet flooring for exhibit per floor plan provided by DOST-ASTI.

2.4.1.2. Carpet color for approval by DOST-ASTI.

2.4.1.3. Dimensions / Quantity.

2.4.1.3.1. 3m W x 2m H: 1 set.

2.4.2. Wall Panel Tarpaulin Backdrop with Lighting.

2.4.2.1. One (1) side tarpaulin print for each backdrop.

2.4.2.2. Production of full color tarpaulin print.

2.4.2.3. Inclusive of tarpaulin design and artwork.

2.4.2.3.1. Artwork files to be turned over to DOST-ASTI.

2.4.2.4. Dimensions / Quantity.

2.4.2.4.1. 2.5m H x 3m W: 1 set.

2.4.2.5. Backdrop Lighting.

2.4.2.5.1. Spotlight lighting per each meter of backdrop.

2.4.2.5.2. Inclusive of installation, electrical wiring and fixtures.

2.4.2.5.3. Quantity: 3 units.

2.4.3. Furniture.

2.4.3.1. Meeting Table: 1 unit.

2.4.3.2. Meeting Chair: 3 units.

2.4.3.3. Trash Bin: 1 unit.

2.4.4. Electrical Outlets.

2.4.4.1. 2-pin socket, 3-gang, inclusive of installation, wiring, and other related items.

2.4.4.2. Inclusive of Circuit Breaker (20 Amp Single Phase) and Electrical Connection Fee, as applicable.

2.4.4.3. Quantity: 4 electrical outlets.

2.5. Items to be provided by DOST-ASTI.

2.5.1. Relevant materials such as logos, images, text copy/write-up, etc.

2.6. Venue Accreditation.

2.6.1. It is the sole responsibility of the External Provider that they are accredited by the event venue, if such venue requires accreditation, at the time of submission of their proposal.

2.6.2. External Provider is to submit proof of accreditation, if so required by the venue, either



with their bid or upon request by DOST-ASTI.

#### 2.7. Other Requirements

2.7.1. External Provider will provide conceptual and schematic drawings and plans.

2.7.2. External Provider to attend coordination meetings as set by DOST-ASTI.

2.7.3. Ocular inspection is recommended. Please coordinate with event venue for site survey schedule.

2.7.4. External Provider to coordinate with event venue for all necessary permits and required documents.

2.7.5. External Provider is responsible for equipment safety, electrical safety, mechanical safety, and any related insurance requirements.

2.7.6. External Provider must follow venue health protocols and other related guidelines.

2.7.7. External Provider must comply with all venue rules and guidelines.

2.7.8. External Provider cost includes delivery and pick-up of equipment with crew to the venue.

2.7.9. External Provider personnel must be present to assist with the equipment during the duration of each day's event program.

2.7.10. External Provider must provide for ALL LODGING AND ACCOMMODATIONS OF ITS PERSONNEL during ingress, event program proper, and egress whenever applicable.

2.7.11. External Provider must provide for ALL MEALS, SNACKS, AND DRINKS OF ITS PERSONNEL during ingress, event program proper, and egress whenever applicable.

2.7.12. External Provider must comply with restrictions regarding food and drinks inside event venue.

2.7.13. Proposal should be inclusive of government taxes, installation charges, and all other fees.

2.7.14. In case certain items will not be required External Provider agrees to replace or substitute these with items of similar value.

2.7.15. In case of delay or failure by the External Provider to deliver and fulfill any requirements as specified in the contract the External Provider agrees that DOST-ASTI, at its sole discretion, may proceed to take such remedial actions as may be necessary, at the External Provider's risk and expense, and without prejudice to any other rights which the DOST-ASTI may have against the External Provider under the contract and under applicable law.

#### 3. Change Orders or Amendments.

3.1. Any change orders or amendment to this agreement, including but not limited to Event Details, shall be made in writing, either electronically or non-electronically.

#### 4. Delay or Failure in Service Delivery.

4.1. In case of delay or failure by the External Provider to deliver or fulfill any requirements as specified in the contract, and due to the time sensitive nature of the required service, the External Provider expressly agrees that DOST-ASTI, and at DOST-ASTI's sole discretion, may proceed to take such remedial actions as it deems necessary, which may include, but not limited to, direct engagement of third-party external provider(s) to fulfill the required service in-part or



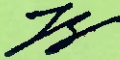
	<p>in-whole, at the contracted External Provider's risk and expense, and where such expense ensuing from the remedial action taken may exceed the Awarded Contract Price, and without prejudice to any other rights which the DOST-ASTI may have against the External Provider under the contract and under applicable law.</p> <p>5. Delivery and Payment.  5.1. Upon issuance of Notice to Proceed (NTP) delivery is as specified under "Event Details".  5.2. Bid price shall be inclusive of taxes, delivery charges, and all other related fees.  5.3. Payment Terms: Prescribed government terms.</p> <p>(Please see attached quotation.)</p>		
		<b>TOTAL:</b>	<b>₱95,200.00</b>
<b>(Total Amount in Words)</b>		<b>Ninety-Five Thousand Two Hundred 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.** Digitally signed by Franz A. De Leon  
Director, DOST-ASTI

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

<b>Fund Cluster:</b>	<u>01</u>	ORS / BURS No.:	<u>0101012024-05-000418</u>
		ORS / BURS Date:	<u>Nov 29, 2024</u>
<b>Funds Available:</b>	<u>Php 95,200.00</u>	Amount:	<u>₱ 95,200.00</u>
 <b>GAY CONCEPCION S. BUGAGAO</b> Accountant III			



29 May 2024

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

**Ms. JONALYN G. REYES**  
 Senior Project Officer-in-Charge  
**WWW.BENEW.DESIGNS, INC.**  
 Fronting Severina Homes  
 National Highway, Landayan  
 San Pedro, Laguna 4023

Dear Ms. Reyes,

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

	<b>Contract Name</b>	: <b>Supply and Delivery of One (1) Lot 2024 DOST Central Office Exhibit Design, Production, and Setup</b>
	<b>Purchase Request No.</b>	: <b>GAA-24-05-19207</b>
	<b>Purchase / Work Order No.</b>	: <b>24-05-111</b>
	<b>Total Contract Price</b>	: <b>P95,200.00</b>
<i>(inclusive of taxes, import duties and all other charges or fees)</i>		
	<b>Total Contract Price in Words</b>	: <b>Ninety-Five Thousand Two Hundred Pesos</b>

Upon issuance of this Notice, your company, **WWW.BENEW.DESIGNS, 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.** *B. De Leon*  
 Director

DATE OF ISSUANCE:

**JUN 03 2024**

RECEIVED BY:

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

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