



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: | UNIVERSITY HOTEL | PO No.: | 24-06-144 |
| Address: | Pook Diego Silang, U.P. Campus, Diliman, Quezon City | PO Date: | June 26, 2024 |
| TIN: | 000-917-117-001 | Mode of Procurement: | Agency-to-Agency |

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: | Provided for under description |
| Date of Delivery: | _____ | Payment Term: | Government Terms |
| | | Warranty Term: | _____ |

| Stock / Property No. | Unit | Description | Quantity | Unit Cost | Amount |
|----------------------|------|--|----------|-------------|-------------|
| 1 | Lot | <p>Lease of Venue - Communication Plan Cascade and Communications Skills Training Workshop</p> <p>1. Background / Objectives.</p> <p>1.1. Lease of venue inclusive of food catering services for the conduct of the Strategic Communication Plan Cascade and Communications Skills Training.</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. Lease Period / Service Schedule.</p> <p>2.1.1. Lease Start Date: 4 July 2024.</p> <p>2.1.2. Lease End Date: 5 July 2024.</p> <p>2.2. Service Quantity.</p> <p>2.2.1. Catering services for specified Service Quantity below per Service Schedule:</p> <p>2.2.1.1. Minimum Service Quantity (Min SQ): 30 persons.</p> <p>2.2.1.2. Maximum Service Quantity (Max SQ): 45 persons.</p> <p>2.2.2. Bid submissions shall be based on the specified Maximum Service Quantity (Max SQ) as the initial Service Quantity.</p> <p>2.2.3. Catering service Cost per Person (CPP), defined as either:</p> <p>2.2.3.1. Expressly specified as food related services, whether indicated individually or part of a seminar, conference, or similar package.</p> <p>2.2.3.2. Computed based on the overall food related services component of the Awarded Contract Price divided by the specified Maximum Service Quantity (Max SQ).</p> | 1 | P109,600.00 | P109,600.00 |

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

2.2.4. Any change in Service Quantity to be advised by DOST-ASTI at least seven (7) calendar days before the Service Schedule.

2.2.5. Any decrease in Service Quantity shall not go below the Min SQ, and final payment shall be adjusted / revised accordingly from Awarded Contract Price, per Payment Terms.

2.2.6. Any increase in Service Quantity above the Max SQ will be with the concurrence of the External Provider, which may involve adjustment of the Food and Beverage Requirements in order to accommodate the increase in Service Quantity, i.e., modifying or decreasing the food and/or beverage options for example, such that DOST-ASTI shall not incur any additional payment over and above the Awarded Contract Price, per Payment Terms.

2.3. Lease Factors.

2.3.1. Location and Site Condition.

2.3.1.1. Accessibility: Within 3 km driving distance from DOST-ASTI.

2.3.1.2. Parking Space: Dedicated parking area.

2.3.2. Neighborhood Data.

2.3.2.1. Prevailing rental rate.

2.3.2.1.1. Seminar package not to exceed P1,200.00 per person per day.

2.3.2.1.1.1. Seminar Package Inclusions.

2.3.2.1.1.1.1. 8-hour per day use of venue.

2.3.2.1.1.1.2. Buffet lunch.

2.3.2.1.1.1.2.1. Dietary restrictions of certain participants will be advised by DOST-ASTI.

2.3.2.1.1.1.3. AM and PM snacks.

2.3.2.1.1.1.4. Flowing coffee.

2.3.2.1.1.1.5. Sound system with wireless microphone.

2.3.2.1.1.1.6. Wi-Fi access.

2.3.2.1.1.1.7. White board and marker.

2.3.2.1.1.1.8. White screen.

2.3.2.1.1.2. Seminar Package Exclusions.

2.3.2.1.1.2.1. Above seminar package exclusive of other add-ons, rentals, and fees.

2.3.2.1.2. Electrical Fee.

2.3.2.1.2.1. LCD Projector: 1 unit x Lease Period duration.

2.3.2.2. Property utilization.

2.3.2.2.1. Property operated as a hotel with seminar / conference facilities.

2.3.3. Real Estate.

2.3.3.1. Structural condition: Decent facilities.

2.3.3.2. Functionality.

2.3.3.2.1. Module: Seminar / conference facilities.

2.3.3.2.2. Room arrangement: Classroom setup.

2.3.3.2.3. Light and ventilation.

2.3.3.2.3.1. Adequate lighting.

2.3.3.2.3.2. Air-conditioned seminar / conference room.

2.3.3.2.4. Space requirements: Seminar / conference room can accommodate number of persons per Service Quantity.

2.3.3.3. Facilities.

- 2.3.3.3.1. Water supply and toilet.
- 2.3.3.3.2. Lighting system: Provision for emergency lighting.
- 2.3.3.3.3. Elevator: Not required if seminar / conference room is on the ground floor or 2nd floor.
- 2.3.3.3.4. Fire escapes.
- 2.3.3.3.5. Firefighting equipment.
 - 2.3.3.3.5.1. Fire detection and alarm system.
 - 2.3.3.3.5.2. Fire suppression system.
- 2.3.3.4. Other requirements.
 - 2.3.3.4.1. Maintenance: Facility should be well maintained.
 - 2.3.3.4.2. Attractiveness: Facility should be reasonably appealing in appearance.
- 2.3.4. Free Services and Facilities.
 - 2.3.4.1. Janitorial and security.
 - 2.3.4.2. Repair and maintenance: Facility should be well-maintained.
 - 2.3.4.3. Water and light consumption: Water and light consumption charges are included in overall rental fee.
 - 2.3.4.4. Secured parking space.
 - 2.3.4.5. Facility Equipment.
 - 2.3.4.5.1. Buffet food service station equipment.

3. Change Order or Amendment.
Any change order or amendment to the lease contract shall be made in writing, either electronically or non-electronically, subject to existing and applicable provisions.

4. Delay or Failure in Service Delivery.
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 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.

5. Delivery and Payment.
5.1. Bid price shall be inclusive of taxes, charges, and all other related fees.

5.2. Delivery.
5.2.1. Turnover of leased space to DOST-ASTI per specified Lease Period.

5.3. Payment Terms.
5.3.1. Should there be any modification or amendment resulting in a decrease in the originally specified Service Quantity DOST-ASTI shall be billed based on the final Service Quantity multiplied by the originally specified or computed Cost Per Person (CPP).

5.3.2. Should there be any modification or amendment resulting in an increase in the

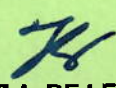
| | | | | |
|--------------------------------|---|--|---|--------------------|
| | originally specified Service Quantity DOST-ASTI shall not be billed, and shall not incur, any additional payment over and above the Awarded Contract Price. 5.3.3. Payment Terms: Prescribed government terms. (Please see attached quotation.) | | | |
| | | | TOTAL: | ₱109,600.00 |
| (Total Amount in Words) | | | One Hundred Nine Thousand Six Hundred Pesos 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 Benjamin R.
Lara

(Date)

| | | | |
|---|-----------------------|-------------------------|------------------------------|
| Fund Cluster: | <u>01</u> | ORS / BURS No.: | <u>01011012024-06-000516</u> |
| Funds Available: | <u>Php 109,600.00</u> | ORS / BURS Date: | <u>JUNE 26, 2024</u> |
| | | Amount: | <u>₱ 109,600.00</u> |
|  GAY CONCEPCION S. BUGAGAO Accountant III | | | |



26 June 2024

NOTICE TO PROCEED
ALTERNATIVE MODE OF PROCUREMENT

Mr. JOSE ALBERTO C. TAÑEDO
 Resident Manager
UNIVERSITY HOTEL
 Pook Diego Silang, U.P. Campus
 Diliman, Quezon City

Dear Mr. Tañedo,

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

| | | | |
|--|-------------------------------|---|--|
| | Contract Name | : | One (1) Lot Lease of Venue - Communication Plan Cascade and Communications Skills Training Workshop |
| | Purchase Request No. | : | GAA-24-05-19283 |
| | Purchase / Work Order No. | : | 24-06-144 |
| | Total Contract Price | : | P109,600.00 |
| <i>(inclusive of taxes, import duties and all other charges or fees)</i> | | | |
| | Total Contract Price in Words | : | One Hundred Nine Thousand Six Hundred Pesos |

Upon issuance of this Notice, your company, **UNIVERSITY HOTEL** 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, Ph.D.
 DN: cn=Franz A. De Leon, o=DOST, ou=ASTI, email=franz@asti.dost.gov.ph
 Benjamin R. Lara

DATE OF ISSUANCE:

01 JUL 2024

RECEIVED BY:

 Signature over Printed Name

 Date and Time