



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:	WWW.BENEW.DESIGNS INC.	PO No.:	24-07-163
Address:	Fronting Severina Homes, National Highway, Landayan, San Pedro, Laguna 4023	PO Date:	July 10, 2024
TIN:	007-561-229-000	Mode of Procurement:	NP-53.9 Small Value Procurement

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>2024 ASTI Con Exhibit Design, Production, and Setup</p> <p>1. Background / Objectives.</p> <p>1.1. Provision of exhibit and physical arrangements for venue and other related items and services for the 2024 ASTI Con event.</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: 2024 ASTI Con.</p> <p>2.1.2. Venue: Within Quezon City.</p> <p>2.1.3. Duration: 18-19 July 2024.</p> <p>2.1.3.1. Default duration/schedule of requirements unless otherwise specified.</p> <p>2.1.4. Ingress / Egress.</p> <p>2.1.4.1. Ingress: 12:01 AM 18 July 2024.</p> <p>2.1.4.2. Egress: 19 July 2024.</p> <p>2.1.5. Event Hours.</p> <p>2.1.5.1. 18 July 2024: 8AM-11PM.</p> <p>2.1.5.2. 19 July 2024: 8AM-11PM.</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 5:00 AM 18 July 2024 at event venue.</p> <p>2.2.3. Items for modification, fabrication, 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> <p>2.2.5. External Provider is to exercise due care and employ applicable measures to prevent</p>	1	P284,704.00	P284,704.00

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

damage in handling and transport of the exhibit materials.

2.3. Transportation and Setup.

2.3.1. Vehicle: Closed truck or van.

2.3.2. Cargo.

2.3.2.1. Various exhibit material and related items approximately 6 cbm - 10 cbm.

2.3.2.2. External Provider may inspect item(s) to be transported.

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

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

2.3.5. Manpower Support Personnel.

2.3.5.1. Supervisor.

2.3.5.2. Driver.

2.3.5.3. Helpers.

2.3.5.3.1. At least 15 helpers for ingress, setup, dismantling, egress.

2.3.5.3.2. External Provider to provide enough helpers that will guarantee complete delivery and installation of exhibit items specified herein by the set time and date.

2.4. Rentals.

2.4.1. Carpet.

2.4.1.1. Installation of carpet per floor plan provided by DOST-ASTI.

2.4.1.2. Carpet dimensions are estimates and may be trimmed during actual installation.

2.4.1.3. Carpet color for approval by DOST-ASTI.

2.4.1.4. Dimensions / Quantity.

2.4.1.4.1. 4m W x 4m H: 1 set.

2.4.1.4.2. 7m W x 3m H: 1 set.

2.4.1.4.3. 4m W x 3m H: 3 sets.

2.4.1.4.4. 3m W x 3m H: 1 set.

2.4.1.4.5. 5m W x 1m H: 2 sets.

2.4.1.4.6. Interview Area: Approx. 5 - 6 sqm area, final dimensions and placement to be advised by DOST-ASTI, 1 set.

2.4.2. System 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. Tarpaulin design and artwork.

2.4.2.4. Dimensions / Quantity.

2.4.2.4.1. 4m W x 2.5m H: 4 sets.

2.4.2.4.2. 7m W x 2.5m H: 1 set.

2.4.2.4.3. 3m W x 2.5m H: 1 set.

2.4.2.5. Backdrop Lighting.

2.4.2.5.1. Spotlight lighting per each meter width of backdrop.

2.4.2.5.2. Inclusive of installation, electrical wiring and fixtures.

2.4.3. System Panel Tarpaulin Signage.

2.4.3.1. One (1) side tarpaulin print for each signage.

2.4.3.2. Production of full color tarpaulin print.

2.4.3.3. Tarpaulin design and artwork.

2.4.3.4. Dimensions / Quantity.

2.4.3.4.1. 1m W x 2.5m H: 6 sets.

- 2.4.3.5. Signage Lighting.
 - 2.4.3.5.1. Spotlight lighting per each meter width of signage.
 - 2.4.3.5.2. Inclusive of installation, electrical wiring and fixtures.
- 2.4.4. Furniture.
 - 2.4.4.1. System Table: 20 units:
 - 2.4.4.2. System Chair: 40 units.
 - 2.4.4.3. Trash Bin: 12 units.
- 2.4.5. Electrical Outlets.
 - 2.4.5.1. 3-pin socket, 2-gang, inclusive of installation, wiring, and other related items.
 - 2.4.5.2. Inclusive of Circuit Breaker (20 Amp Single Phase) and Electrical Connection Fee, as applicable.
 - 2.4.5.3. Quantity.
 - 2.4.5.3.1. Exhibit / Interview Area: 18 sets.
 - 2.4.5.3.2. Lightbox: 1 set.
 - 2.4.5.3.3. Secretariat / Registration: 8 sets.
- 2.5. Lightbox Panel.
 - 2.5.1. Production and installation of replacement Lightbox panaflex color panel.
 - 2.5.2. Lightbox panel concept / design to be provided by DOST-ASTI.
 - 2.5.3. Dimensions / Quantity.
 - 2.5.3.1. 0.9m H x 1.8m W: 1 set.
- 2.6. Layout Design and Artwork.
 - 2.6.1. Unless otherwise specified, inclusive of layout design and artwork for backdrops, signages, and panels, as applicable.
 - 2.6.2. Artwork files to be turned over to DOST-ASTI.
- 2.7. Items to be provided by DOST-ASTI.
 - 2.7.1. Relevant materials such as logos, images, text/copy, etc.
- 2.8. Venue Accreditation.
 - 2.8.1. 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.
 - 2.8.2. External Provider is to submit proof of accreditation, if so required by the venue, either with their bid or upon request by DOST-ASTI.
- 2.9. Other Requirements
 - 2.9.1. External Provider will provide conceptual and schematic drawings and plans.
 - 2.9.2. External Provider to attend coordination meetings as set by DOST-ASTI.
 - 2.9.3. Ocular inspection is recommended. Please coordinate with event venue for site survey schedule.
 - 2.9.4. External Provider to coordinate with event venue for all necessary permits and required documents.
 - 2.9.5. External Provider is responsible for equipment safety, electrical safety, mechanical safety, and any related insurance requirements.
 - 2.9.6. External Provider must follow venue health protocols and other related guidelines.
 - 2.9.7. External Provider must comply with all venue rules and guidelines.
 - 2.9.8. External Provider cost includes delivery and pick-up of equipment with crew to the venue.

	<p>2.9.9. External Provider personnel must be present to assist with the equipment during the duration of each day's event program.</p> <p>2.9.10. External Provider must provide for ALL LODGING AND ACCOMMODATIONS OF ITS PERSONNEL during ingress, event program proper, and egress whenever applicable.</p> <p>2.9.11. External Provider must provide for ALL MEALS, SNACKS, AND DRINKS OF ITS PERSONNEL during ingress, event program proper, and egress whenever applicable.</p> <p>2.9.12. External Provider must comply with restrictions regarding food and drinks inside event venue.</p> <p>2.9.13. In case certain items will not be required External Provider agrees to replace or substitute these with items of similar value.</p> <p>3. Change Order or Amendment. Any change order or amendment shall be made in writing, either electronically or non-electronically, subject to existing and applicable provisions.</p> <p>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.</p> <p>5. Delivery and Payment. 5.1. Upon issuance of Notice to Proceed (NTP) delivery is as specified under Event Details and Delivery, Installation, and Recovery. 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>			
			TOTAL:	P284,704.00
(Total Amount in Words)		Two Hundred Eighty-Four Thousand Seven Hundred Four 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,

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

(Signature over Printed Name of Supplier)

(Date)

Fund Cluster:	<u>01</u>	ORS / BURS No.:	<u>02101101-2024-07-000563</u>
Funds Available:	<u>Php 284,704.00</u>	ORS / BURS Date:	<u>JULY 10, 2024</u>
		Amount:	<u>₱ 284,704.00</u>
 GAY CONCEPCION S. BUGAGAO Accountant III			



10 July 2024

NOTICE TO PROCEED
ALTERNATIVE MODE OF PROCUREMENT

Ms. JONALYN REYES
 Senior Project Officer
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:

Contract Name	: Supply and Delivery of One (1) Lot 2024 ASTI Con Exhibit Design, Production, and Setup
Purchase Request No.	: GAA-24-06-19460
Purchase / Work Order No.	: 24-07-163
Total Contract Price	: Php 284,704.00
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: Two Hundred Eighty Four Thousand Seven Hundred Four Pesos

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.
 Director

Digitally signed
 by Bayani
 Benjamin R. Lara

DATE OF ISSUANCE:

JUL 11 2024

RECEIVED BY:

 Signature over Printed Name

 Date and Time