



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>	<b>ALTAMARE RESORT, INC.</b>	<b>PO No.:</b>	<b>24-07-175</b>
<b>Address:</b>	<b>Brgy. San Teodoro, Mabini, Batangas 4202</b>	<b>PO Date:</b>	<b>July 29, 2024</b>
<b>TIN:</b>	<b>008-887-917-000</b>	<b>Mode of Procurement:</b>	<b>NP-53.10 Lease of Real Property and Venue</b>

Gentleman:

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

<b>Place of Delivery:</b>	<b>ASTI Bldg., C.P. Garcia Ave., U.P. Technology Park Complex, U.P. Campus, Diliman, Quezon City 1101</b>	<b>Delivery Term:</b>	<b>Per end-user's schedule</b>
<b>Date of Delivery:</b>	_____	<b>Payment Term:</b>	<b>Government Terms</b>
		<b>Warranty Term:</b>	_____

Stock / Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	Lot	<p><b>LEASE OF VENUE FOR THE 2024 DOST-ASTI MIDYEAR PERFORMANCE ASSESSMENT AND PLANNING</b></p> <p>LEASE OF VENUE FOR THE 2024 DOST-ASTI MIDYEAR PERFORMANCE ASSESSMENT AND PLANNING</p> <p>1. Overview</p> <p>1.1. DOST-ASTI requires a venue, specifically function hall/conference room with other amenities/facilities, inclusive if meals and room accommodation for DOST-ASTI staff, for the 2024 DOST-ASTI Midyear Performance Assessment and Planning.</p> <p>1.2. The Approved Budget for the Contract is inclusive of government taxes and service charges.</p> <p>2. Location and Schedule</p> <p>2.1. Location: Mabini, Batangas</p> <p>2.2. Tentative Schedule: 07 to 09 August 2024</p> <p>2.2.1. Check in on 07 August 2024 and check out on 09 August 2024. Three (3) days and two (2) nights stay.</p> <p>3. Room Accommodation</p> <p>3.1. Number of guaranteed guests: Forty (40)</p> <p>3.2. Room types and arrangement, as follows:</p> <p>3.2.1. One (1) standard room for DOST-ASTI agency head/director; and</p> <p>3.2.2. Standard twin or triple sharing rooms for thirty-nine (39) guests, particularly seventeen (17) females and twenty-two (22) male guests.</p> <p>4. Function Rooms and Other Facilities</p> <p>4.1. Function/Conference Room</p> <p>4.1.1. Can house at least forty (40) guests</p> <p>4.1.2. Fully airconditioned</p> <p>4.1.3. Classroom type arrangement of tables and chairs</p> <p>4.1.4. With stable and fast Wi-Fi connection</p>	1	P401,540.00	P401,540.00

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

4.1.5. Provision of extension outlets for participants' laptops

4.1.6. With audio/video equipment such as one (1) projector with screen, three (3) microphones, etc., and use of which has no additional cost to DOST-ASTI.

4.1.7. With pads and pencils

4.2. Complimentary use of other facilities or amenities, i.e., parking, gym, among others.

5. Meals for Forty (40) Guests

5.1. Meals to be served per day

5.1.1. Day 1: AM snacks, lunch, PM snacks, dinner and/or fellowship

5.1.2. Day 2: Breakfast, AM snacks, lunch, PM snacks, dinner

5.1.3. Day 3: Breakfast, AM snacks, lunch, PM snacks

5.2. Menu

5.2.1. Menu for breakfast/lunch/dinner should include three (3) viands consisting of meat, seafood, and vegetable dishes, with dessert and choice of beverages (fruit juice, soda, lemon iced tea, etc.)

5.2.2. Meals for one (1) pure vegetarian guest, specifically no meat, no seafood and fish or shellfish, no onion, no garlic, no beef or chicken bouillon, no oyster sauce, no fish sauce, no animal fat oil.

5.2.3. Meals for two (2) regular vegetarian guests, specifically seafood and vegetable diet only.

5.2.4. Snack menu choices must be among sandwiches, pasta, or noodles, and one (1) round of drink per snack time.

5.2.5. With free-flowing brewed coffee and tea including mints and candies during sessions.

5.2.6. Supplier must provide a menu list with separate menu for vegetarian guests. All meals are for selection and approval of DOST-ASTI.

5.2.7. Must have ten percent (10%) buffer for all meals to be served.

6. Payment

6.1. Price must be inclusive of all applicable government taxes and charges. Supplier must provide a breakdown of price quotation upon submission to the DOST-ASTI BAC Secretariat.

6.2. Supplier must have a provision for 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:

6.2.1. Final billing invoice;

6.2.2. Event order acknowledged by end-user;

6.2.3. Summary of meals served (menu with number of persons served); and

6.2.4. Room accommodation list.

6.3. Bill/Statement of Account must reflect breakdown of charges for the following:

6.3.1. Function room lease;

6.3.2. Meals; and

6.3.3. Room accommodation for guests.

6.4. Payment shall be based on the guaranteed


	<p>number of persons, food, and services consumed by DOST-ASTI.</p> <p>7. Other Conditions  7.1. DOST-ASTI shall confirm the final number of guests and choice of menu at least fourteen (14) calendar days prior to the final event schedule.  7.2. For justifiable reasons, DOST-ASTI reserves the right to reschedule the date of the event and inform the venue management at least fourteen (14) calendar days prior to the conduct of the event.  7.3. DOST-ASTI contract and supplier's proposal are complementary in nature. In case of inconsistency between this Contract and the proposal, the terms of DOST-ASTI contract shall prevail.</p> <p>(Please see attached quotation.)</p>			
			<b>TOTAL:</b>	<b>₱401,540.00</b>
<b>(Total Amount in Words)</b>			<b>Four Hundred One Thousand Five Hundred Forty 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.**  
Director, DOST-ASTI

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

<b>Fund Cluster:</b>	01	ORS / BURS No.: 021011012024-07-000606
<b>Funds Available:</b>	₱ 401,540.00	ORS / BURS Date: JULY 30, 2024
<p style="text-align: center;">  <b>GAY CONCEPCION S. BUGAGAO</b>  Accountant III</p>		Amount: ₱ 401,540.00



29 July 2024

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

**Ms. AMERY CLARISSE ROJO**  
 Sales Coordinator  
**ALTAMARE RESORT, INC.**  
 Brgy. San Teodoro  
 Mabini, Batangas 4202

Dear Ms. Rojo,

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

Contract Name	:	<b>Lease of Venue for the 2024 DOST-ASTI Midyear Performance Assessment and Planning</b>
Purchase Request No.	:	<b>GAA-24-06-19456</b>
Purchase / Work Order No.	:	<b>24-07-175</b>
Total Contract Price	:	<b>P401,540.00</b>
(inclusive of taxes, import duties and all other charges or fees)		
Total Contract Price in Words	:	<b>Four Hundred One Thousand Five Hundred Forty Pesos</b>

Upon issuance of this Notice, your company, **ALTAMARE RESORT, 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 Benjamin R.  
 Lara

DATE OF ISSUANCE:

July 30 2024

RECEIVED BY:

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

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

Postal Address : ASTI Bldg., U.P. Technology Park Complex,  
 CP Garcia Ave., Diliman, Quezon City 1101  
 Website : [www.asti.dost.gov.ph](http://www.asti.dost.gov.ph)  
 Email : [info@asti.dost.gov.ph](mailto:info@asti.dost.gov.ph)

Tel No. : +632 8249-8500  
 +632 8426-9755;  
 Fax No. : +632 8426-9764

ASTI-FM 03-19  
 REV 2 / 05 October 2023