



PURCHASE ORDER

ASTI – FM 03-17
 REV 3 / 10 October 2023

| | | | |
|------------------|---|-----------------------------|--|
| Supplier: | HANN INTERNATIONAL LEISURE, INC. | PO No.: | 24-09-194 |
| Address: | Bldg. 5399 M.A. Roxas Highway, Clark Freeport Zone, Pampanga, 2023 | PO Date: | September 06, 2024 |
| TIN: | 006-334-943-00000 | 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: | 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 - Regional Stakeholders' Event</p> <p>1. BACKGROUND AND OBJECTIVES</p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders for the lease of venue, facilities including food and accommodation of organizers, for regional stakeholders' event with a theme, "Building Smart and Resilient Filipino Communities through Sustainable ICT Innovations".</p> <p>1.2. The Approved Budget for the Contract is inclusive of all applicable government taxes and service charges.</p> <p>2. SPECIFICATIONS</p> <p>2.1. PLACE AND DATES OF EVENT</p> <p>2.1.1. Tentative Dates: 10-12 September 2024</p> <p>2.1.2. Place: Pampanga City, specifically within Business Districts only, and within the main road of city center (not situated in small alleys), hotel guest drop-off area is accessible by common vehicle such as car, van, etc. Near common public transportation (e.g. bus stops). Not more than 1.5 KM away from the city center.</p> <p>2.1.3. Must have lobby/guests' common area, with comfortable seating space facility, where drinks or food can be served, which may also be used and accessed by the VIPs, CEOs' staff, drivers, to dine-in or serve as a waiting area.</p> <p>2.2. FUNCTION HALL/CONFERENCE ROOM/MEETING ROOM REQUIREMENTS</p> <p>2.2.1. Function Hall/Conference Room</p> <p>2.2.1.1. Function Hall/Conference Room must be fully air-conditioned, well maintained (cleaned and disinfected regularly), and free of pests.</p> <p>2.2.1.2. Can accommodate at least one hundred seventy-five (175) persons.</p> <p>2.2.1.3. With stable tables and chairs, banquet style mix theater and classroom, with appropriate table settings for business events.</p> <p>2.2.1.4. With adequate space outside the function</p> | 1 | P422,900.00 | P422,900.00 |

hall/conference room for at least two (2) standees and one (1) secretariat table, which can accommodate two (2) chairs.

2.2.1.5. With tables and chairs for secretariat.

2.2.1.6. With adequate power source (including extension wires) for participants, as well as stable, fast, free Wi-Fi connection for both guests and organizers in the lobby and main function room. With at least one LAN internet connection for the presenter/host.

2.2.1.7. With available equipment, as follows:

2.2.1.7.1. Projector;

2.2.1.7.2. Projector screen (or equivalent);

2.2.1.7.3. Audio and visual equipment;

2.2.1.7.4. Three (3) microphones available with three (3) stands; and

2.2.1.7.5. Extension wires for charging of laptops of organizers and attendees.

2.2.3. Other Requirements

2.2.3.1. The Function Hall/Conference Room should have complimentary use of other facilities such as parking, holding room/waiting room/lobby for arriving VIPs.

2.2.3.2. Assistance in putting up backdrop banners or displays on the stage of the function hall/conference room and within the spaces of the function hall/conference room.

2.2.3.3. The meeting/conference package shall include event welcome signage in the venue (electronic or printed), complimentary printing of tabletop name plates for VIPs, special guests, and speakers (per day), mints, pen/pencils, and paper for note taking purposes of guests and secretariat, staff conference IDs for organizers (if available), and other necessary services such as assistance to guests and organizers, doctor on-call and transportation in case of emergency.

2.3. FOOD AND DRINKS

2.3.1. Meals composed of AM snacks, lunch, PM snacks and dinner will be served. With an option to choose vegan, vegetarian dishes, or allergy-free dishes for at least five (5) participants for each day if needed (upon request).

2.3.1.1. Details/Breakdown of attendees are as follows:

2.3.1.1.1. September 10, 2024, Day 0 (Ingress): Thirty-six (36) persons, at least eight (8) round tables

2.3.1.1.2. September 11, 2024, Day 1 (Event Proper): Eighty (80) persons for full day event (AM snacks, PM snacks and lunch, mix theatre and classroom type table set-up) while in the afternoon, at least eight (8) round tables

2.3.1.1.3. September 12, 2024, Day 2 (Event Proper & Egress): Thirty-six (36) persons for AM snacks, lunch, and PM snacks in a mix theatre and classroom type table set-up)

2.3.1.2. AM Snacks (plated), menu are as follows:

2.3.1.2.1. One (1) pasta, soup, or any equivalent heavy snack

2.3.1.2.2. Bread/Equivalent partner snack on the side

2.3.1.2.3. Fruit Juice/Soda/Iced Tea in a sealed bottle or served to the guests' table in a drinking glass

2.3.1.3. Luncheon (managed buffet), menu are as follows:

2.3.1.3.1. One (1) meat dish (choices of chicken, beef, and pork)

2.3.1.3.2. One (1) seafood dish

2.3.1.3.3. One (1) vegetable dish

2.3.1.3.4. One (1) dessert

2.3.1.3.5. Steamed Rice

2.3.1.3.6. Fruit Juice/Soda/Iced Tea in a sealed bottle or served to the guests' table in a drinking glass

2.3.1.4. PM snacks (plated), menu are as follows:

2.3.1.4.1. One (1) pasta, soup, or any heavy snack

2.3.1.4.2. Bread/Equivalent partner snack on the side

2.3.1.4.3. Fruit Juice/Soda/Iced Tea/Sugar-free drink in a sealed bottle or served to the guests' table in a drinking glass

2.3.1.5. Dinner (managed buffet), menu is as follows:

2.3.1.5.1. One (1) meat dish (choices of chicken, beef, and pork)

2.3.1.5.2. One (1) seafood dish

2.3.1.5.3. One (1) vegetable dish

2.3.1.5.4. One (1) dessert

2.3.1.5.5. Steamed Rice

2.3.1.5.6. Fruit Juice/Soda/Iced Tea/Sugar-free drink in a sealed bottle or served to the guests' table in a

drinking glass

2.3.1.6. Other Requirements

2.3.1.6.1. With flowing coffee and tea set-up (milk/creamers, sugar, and/or sugar-free sweeteners) during all the meeting sessions

2.3.1.6.2. Complimentary standby mineral water hot/cold dispenser inside the conference/meeting room during all the meeting sessions

2.3.1.6.3. Menu list, including vegetarian options, shall be provided three (3) calendar days upon issuance of Notice to Proceed (NTP), which shall be for end-user's approval.

2.3.1.6.4. Must have ten percent (10%) buffer on snacks and meals.

2.3.1.6.5. Preferably with inclusion of event socials with cocktails and cocktails snacks/finger foods.

2.3.1.6.6. Environment-friendly take-out boxes/containers for guests/speakers/VIPs who did not eat in the venue due to other urgent business meetings/activities (to leave venue ASAP).

2.4. ROOM ACCOMMODATION FOR ORGANIZERS AND SPEAKERS

2.4.1. Modest three (3) days and two (2) nights room accommodation inclusive of breakfast within the facility. Details are as follows:

2.4.1.1. September 10, 2024, Day 0 (Ingress): Two (2) solo rooms for the directors; sixteen (16) twin-sharing rooms and one (1) triple-sharing room

2.4.1.2. September 11, 2024, Day 1 (Event Proper): Two (2) solo rooms for the directors; sixteen (16) twin sharing rooms; one (1) triple sharing room

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|--------------------------------|---|--|---|--------------------|
| | <p>2.4.1.3. September 12, 2024, Day 2 (Event Proper and Egress): Check-out</p> <p>2.4.1.2. Air-conditioned, quiet, sanitized based on pandemic protocols, safe, and with sanitation kit per guest.</p> <p>2.4.1.3. Good and maintained facility standard, i.e., no leaks and unsightly markings in beds/bedding/ceilings, free of pasts, etc.</p> <p>2.4.1.4. With free and stable Wi-Fi in rooms.</p> <p>2.4.1.5. With own restroom (with adequate hot and cold water) per room.</p> <p>3. OTHER CONDITIONS</p> <p>3.1. The final number of attendees shall be coordinated by the end-user, through a written notice (letter or email), within three (3) calendar days upon issuance of NTP.</p> <p>3.2. All changes, in the contract (upon perfection), if any, must be coordinated by the service provider and/or end-user to the DOST-ASTI Procurement Management Section and Property and Supply Section.</p> <p>3.3. DOST-ASTI has the right to terminate the contract pursuant to the 2016 IRR of RA No. 9184: a) in the event of force majeure and the service provider is unable to deliver or perform any or all the Goods/Services and b) external provider fails to deliver or perform any or all of the Goods/Services within the period specified in the contract, or within any extension thereof.</p> <p>4. DELIVERY AND PAYMENT TERMS</p> <p>4.1. Deposit shall be made through a CERTIFICATE OF FUNDS AVAILABILITY, and full payment shall be processed based on the final statement of account after the event.</p> <p>4.2. Bill/Statement of Account to be provided to DOST-ASTI (send bill arrangement) three (3) calendar days upon completion of the event and must reflect the breakdown of charges for the following:</p> <p>4.2.1. Function Hall/Conference room rental cost with equipment;</p> <p>4.2.2. Food and drinks under the conference/meeting package (including socials); and</p> <p>4.2.3. Room accommodation for organizers and speakers.</p> <p>(Please see attached quotation.)</p> | | | |
| | | | TOTAL: | ₱422,900.00 |
| (Total Amount in Words) | | | Four Hundred Twenty Two Thousand Nine 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,




FRANZ A. DE LEON, Ph.D.

Director, DOST-ASTI

(Signature over Printed Name of Supplier)

(Date)

| | | | |
|---|-----------------------|------------------|-------------------------------|
| Fund Cluster: | <u>01</u> | ORS / BURS No.: | <u>D21011012024-09-000717</u> |
| Funds Available: | <u>Php 422,900.00</u> | ORS / BURS Date: | <u>SEPTEMBER 06, 2024</u> |
| | | Amount: | <u>₱ 422,900.00</u> |
|  GAY CONCEPCION S. BUGAGAO Accountant III | | | |



06 September 2024

NOTICE TO PROCEED
ALTERNATIVE MODE OF PROCUREMENT

Mr. KEVIN S. FELICIA
 Sales Account Executive
HANN INTERNATIONAL LEISURE, INC.
 Bldg. 5399 M.A. Roxas Highway
 Clark Freeport Zone, Pampanga, 2023

Dear Mr. Felicia,

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

| | |
|---|---|
| Contract Name | : Procurement of One (1) Lot Lease of Venue - Regional Stakeholders' Event |
| Purchase Request No. | : GAA-24-08-19825 |
| Purchase / Work Order No. | : 24-09-194 |
| Total Contract Price | : Php 422,900.00 |
| (inclusive of taxes, import duties and all other charges or fees) | |
| Total Contract Price in Words | : Four Hundred Twenty Two Thousand Nine Hundred Pesos |

Upon issuance of this Notice, your company, **HANN INTERNATIONAL LEISURE, 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:

RECEIVED BY:

 Signature over Printed Name

 Date and Time

Postal Address : ASTI Bldg. UP 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
 Fax No.: +632 8249-9764

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