



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:	DYNASTY MANAGEMENT & DEVELOPMENT CORPORATION	PO No.:	ROAMER-24-11-013
Address:	K.M. 7 J.P. Laurel Ave., Lanang, Davao City 8000, Davao Del Sur	PO Date:	November 07, 2024
TIN:	004-272-277-00002	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:

<p>Place of Delivery: <u>ASIMOV-HAWKS Project Office, Suite 097, Pryce Tower Condominium Corporation, Pryce Business Park, J.P. Laurel Ave., Brgy. 19-B (Pob.), Davao City</u></p> <p>Date of Delivery: _____</p>	<p>Delivery Term: <u>Per end-user's schedule</u></p> <p>Payment Term: <u>Government Terms</u></p> <p>Warranty Term: _____</p>
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Stock / Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	Lot	<p>LEASE/RENTAL OF VENUE FOR ASIMOV PROGRAM-WIDE CONGRESS WITH CATERING SERVICES</p> <p>1. GENERAL OVERVIEW 1.1. DOST-ASTI is seeking qualified and competent bidders for the One (1) lot of lease/rental of venue with catering services and room accommodations for the ASIMOV Program-Wide Congress. 1.2. The Approved Budget for the Contract is inclusive of all applicable government taxes and service charges.</p> <p>2. SPECIFICATIONS 2.1. DATES AND PLACE OF EVENT 2.1.1. Final Schedule of Event: November 12, 2024 2.1.2. Place: One of the hotels within Davao City 2.1.2.1. The preferred location should be accessible by all types of vehicles and enough parking spaces with security measures. 2.2. FUNCTION HALL REQUIREMENTS 2.2.1. Usage: 12-hour usage with ingress on November 11, 2024 2.2.1.1. Ingress time shall be on or before 7:00PM 2.2.2. Spacious hall in conference type arrangement of round tables and chairs</p>	1	P184,400.00	P184,400.00

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

2.2.3. Must have a setup of at least two (2) big tables and four (4) chairs for secretariat section

2.2.4. Must have a setup of LCD projector with white screen on the stage

2.2.5. Must have a good quality and functional audio/video system with at least two (2) wireless microphones

2.2.6. Other requirements:

2.2.6.1. Sufficient power outlets

2.2.6.2. Extension cords

2.2.6.3. Fast and stable internet connection during the program

2.2.6.4. Available parking spaces for at least three (3) vehicles

2.3. MEAL REQUIREMENTS

2.3.1. November 12, 2024 – AM Snacks, Buffet Lunch, PM Snacks, Buffet Dinner and Flowing Coffee.

2.3.2. Each meal must be good for fifty (50) pax with ten percent (10%) buffer.

2.3.3. Each meal must be served with an assisted service buffet setup.

2.3.4. Menu for Lunch and Dinner must include the following:

2.3.4.1. Three (3) main courses (choices of chicken, pork and fish)

2.3.4.2. White Rice

2.3.4.3. Vegetable

2.3.4.4. Soup and Salad

2.3.4.5. Desserts

2.3.4.6. One round of drink

2.3.5. Menu for AM Snacks and PM Snacks must have but not limited to sandwiches, pasta with bread/pastries with drink.

2.3.6. Ready take-out boxes/containers of the meals served for guests/speakers/VIPs, who needs to immediately leave the venue due to urgent official business.

2.4. ROOM ACCOMMODATION REQUIREMENTS

2.4.1. Room requirements for one (1) night usage only on November 11, 2024:

2.4.1.1. Five (5) units of Triple Room with separate beds

2.4.1.2. Three (3) units of Twin Room with separate beds

2.4.2. Room requirements for two (2) nights usage on November 11-12, 2024:

2.4.2.1. One (1) unit of Single Room

2.4.3. Room requirements for four (4) nights usage on November 11-12 & 14-15, 2024:

2.4.3.1. One (1) unit of Twin Room

	<p>with separate beds</p> <p>2.4.3.2. One (1) unit of Single Room</p> <p>2.4.4. Other requirements:</p> <p>2.4.4.1. Guest per room accommodation shall be entitled to a complimentary breakfast</p> <p>2.4.4.2. Each room must be with complete amenities, air-conditioned, quiet, sanitized based on pandemic protocols, safe, and with sanitation kit per guest</p> <p>2.4.4.3. Each room must be with free and stable internet connection</p> <p>3. DELIVERY AND PAYMENT TERMS</p> <p>3.1. Certificate of Funds Availability shall be issued by DOST-ASTI in lieu of deposit. Full payment shall be made based on the final statement of account after the event through send bill arrangement.</p> <p>3.2. Bill/Statement of Account to be provided to DOST-ASTI on or before completion of the event and must reflect the breakdown of charges for the following:</p> <p>3.2.1. Function hall cost with equipment;</p> <p>3.2.2. Food and drinks for conference meeting package; and</p> <p>3.2.3. Room accommodation for VIPs, Guests and other attendees.</p> <p>3.3. Payment shall be based on the actual number of people and usage. No payment shall be made for goods and services not delivered/utilized under this contract.</p> <p>(Please see attached quotation.)</p>		
		TOTAL:	₱184,400.00
(Total Amount in Words)		One Hundred Eighty Four Thousand Four 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:

(Signature over Printed Name of Supplier)

(Date)


Very Truly Yours,


Digitally signed by
Franz A. de Leon, Ph.D.
Date: 2024.11.08 10:06:
DOST05+08'00'

FRANZ A. DE LEON, Ph.D. 

Director, DOST-ASTI

Digitally signed
by Bayani
Benjamin R. Lara

Fund Cluster:	<u>07</u>	ORS / BURS No.:	<u>023086012024-11-000404</u>
Funds Available:	<u>Php 184,400.00</u>	ORS / BURS Date:	<u>NOVEMBER 07, 2024</u>
		Amount:	<u>₱ 184,400.00</u>
 GAY CONCEPCION S. BUGAGAO Accountant III			



07 November 2024

NOTICE TO PROCEED
ALTERNATIVE MODE OF PROCUREMENT

Ms. QUEENIE THEA F. LAWAS
 Sales Account Executive
DYNASTY MANAGEMENT & DEVELOPMENT CORPORATION
 K.M. 7 J.P. Laurel Ave.
 Lanang, Davao City 8000, Davao Del Sur

Dear Ms. Lawas,


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


	Contract Name	: Provision of One (1) Lot Lease/Rental of Venue for ASIMOV Program-wide Congress with Catering Services
	Purchase Request No.	: ROAMER-24-10-20168
	Purchase / Work Order No.	: ROAMER-24-11-013
	Total Contract Price	: ₱184,400.00
(inclusive of taxes, import duties and all other charges or fees)		
	Total Contract Price in Words	: One Hundred Eighty Four Thousand Four Hundred Pesos

Upon issuance of this Notice, your company, **DYNASTY MANAGEMENT & DEVELOPMENT CORPORATION** 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,

 Digitally signed by Franz A. de Leon, Ph.D.
 Date: 2024.11.08 10:06:25+08'00'

 Digitally signed by Bayani Benjamin R. Lara

FRANZ A. DE LEON, Ph.D.
 Director

DATE OF ISSUANCE:

November 08, 2024

RECEIVED BY:

 Signature over Printed Name

 Date and Time