



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:	THE PLAZA GARDEN HOTEL AND RESIDENCES CORPORATION	PO No.:	25-01-022
Address:	Marcos Highway Cor. Legarda Rd., Europa Comp., Ferdinand Santo Tomas District, Baguio City, Benguet	PO Date:	January 23, 2025
TIN:	010-271-295-00000	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 FOR DOST-ASTI 2024 PERFORMANCE ASSESSMENT AND PLANNING FOR 2025-2026</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 DOST-ASTI 2024 Year-end 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: Baguio</p> <p>2.2. Tentative Schedule: 29 to 31 January 2025</p> <p>2.2.1. Check in on 29 January 2025 and check out on 31 January 2025.</p> <p>3. Room Accommodation</p> <p>3.1. Guaranteed Number of 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 and triple sharing rooms for thirty-nine guests</p>	1	P302,400.00	P302,400.00

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

- 4. Function Rooms and Other Facilities
 - 4.1. Function/Conference Room
 - 4.1.1. Can accommodate at least forty (40) guests
 - 4.1.2. Fully airconditioned
 - 4.1.3. Classroom type arrangement of tables and chairs
 - 4.1.4. With stable and fast Wi-Fi connection
 - 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.
 - 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
 - 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 three (3) pescatarian guests, no pork and beef
 - 5.2.4. Snack menu choices must be among but not limited to sandwiches, pasta, bread, 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 menu for selection and approval of DOST-ASTI within three (3) calendar days upon issuance of Notice to Proceed.

- 6. Payment
 - 6.1 Price must be inclusive of all applicable

	<p>government taxes and charges. Supplier must provide a breakdown of price quotation upon submission to the DOST-ASTI BAC Secretariat.</p> <p>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:</p> <p>6.2.1. Final billing invoice;</p> <p>6.2.2. Event order acknowledged by end-user;</p> <p>6.2.3. Summary of meals served (menu with number of persons served); and</p> <p>6.2.4. Room accommodation list.</p> <p>6.3. Bill/Statement of Account must reflect breakdown of charges for the following:</p> <p>6.3.1. Function room lease;</p> <p>6.3.2. Meals; and</p> <p>6.3.3. Room accommodation for guests.</p> <p>6.4. Payment shall be based on the guaranteed number of persons, food, and services consumed by DOST-ASTI.</p> <p>7. Other Conditions</p> <p>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.</p> <p>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.</p> <p>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>			
			TOTAL:	₱302,400.00
(Total Amount in Words)			Three Hundred Two 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:

Very Truly Yours,

(Signature over Printed Name of Supplier)

(Date)


FRANZ A. DE LEON, Ph.D. Digitally signed by Jeffrey Aborot
Director, DOST-ASTI

Fund Cluster:	01	ORS / BURS No.:	021011012025-01-000052
Funds Available:	Php 302,400.00	ORS / BURS Date:	JANUARY 29, 2025
		Amount:	₱ 302,400.00
<div>GAY CONCEPCION S. BUGAGAO</div> <div>Accountant III</div>			



23 January 2025

NOTICE TO PROCEED
ALTERNATIVE MODE OF PROCUREMENT

Ms. MARY WILDINE MARQUEZ
Assistant Director of Sales
THE PLAZA GARDEN HOTEL AND RESIDENCES CORPORATION
Marcos Highway Cor. Legarda Rd.
Europa Comp., Ferdinand Santo Tomas District
Baguio City, Benguet

Dear Ms. Marquez,

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

Contract Name	: Lease of Venue for DOST-ASTI 2024 Performance Assessment and Planning for 2025-2026
Purchase Request No.	: GAA-25-01-20533
Purchase / Work Order No.	: 25-01-022
Total Contract Price	: Php 302,400.00
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: Three Hundred Two Thousand Four Hundred Pesos

Upon issuance of this Notice, your company, **THE PLAZA GARDEN HOTEL AND RESIDENCES 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,


FRANZ A. DE LEON, Ph.D.
Director

Digitally signed by
Jeffrey Abonot

DATE OF ISSUANCE:

27 JAN 2025

RECEIVED BY:

Signature over Printed Name

Date and Time

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