



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:	CHMI HOTELS AND RESIDENCES, INC.	PO No.:	ALAM-25-02-006
Address:	JP Laurel Ave., Bajada, Brgy. Wilfredo Aquino Agdao District, Davao City 8000	PO Date:	February 14, 2025
TIN:	006-872-294-001	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 the 3rd Program Wide Congress and PCIEERD Project Monitoring</p> <p>1. BACKGROUND OBJECTIVES 1.1. DOST-ASTI is seeking qualified and competent service providers for the lease of venue including food and accommodation for the upcoming 3rd Program Wide Congress and PCIEERD Project Monitoring. 1.2. The Approved Budget for the Contract is inclusive of all applicable government taxes and services charges.</p> <p>2. SPECIFICATIONS 2.1. PLACE AND DATES OF EVENT 2.1.1. Tentative Dates: 26 February 2025 to 01 March 2025 (with Ingress and Egress dates) 2.1.1.1. Dates may be subject to change. Dates shall be confirmed by the end-user at least ten (10) calendar days prior to the final event schedule.</p> <p>2.1.2. Place: Hotels within Davao City areas only 2.1.2.1. The preferred location should easily be reachable by vans/cars and have well-maintained roads with appropriate security measures. 2.1.3. Rooms can accommodate VIPs, staff, and have shared rooms for other</p>	1	P257,300.00	P257,300.00

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

attendees.

2.2. FUNCTION HALL/TRAINING ROOM/
REQUIREMENTS

2.2.1. Function Room

2.2.1.1. Usage

2.2.1.1.1 Whole day use of function room for Program Wide Congress on February 27, 2025 (7AM to 10PM) good for 55 pax. Ball Room Type Set up with round tables and chairs.

2.2.1.2.2. February 28, 2025 – Board room set-up which can accommodate twelve (12) persons for monitoring/meeting purposes (8AM to 5PM)

2.2.1.3. Other Requirements

2.2.1.3.1. With adequate space for the secretariat table at least two (2) table and three (3) chairs for February 27, 2025.

2.2.1.3.2. With projector and projector screen on February 27 and 28, 2024.

2.2.1.3.3. With audio/video system

2.2.1.3.4. With at least two (2) wireless microphones

2.2.1.3.5. With adequate power source and stable internet/Wi-Fi connection during the entire event

2.2.1.3.5. Power charge for the Multimedia Rentals (Led Wall (10x20), Basic Lights and Sounds and Live Streaming Equipment) during the Program Wide Congress (February 27, 2025).

2.2.1.3.6. Ingress time on or before 7PM on February 26, 2025.

2.3. MEALS
REQUIREMENTS

2.3.1. February 27, 2025 –AM Snacks, Buffet Lunch, PM Snacks, Buffet Dinner, and Flowing Coffee good for 55 pax.

2.3.1.1 Meal Requirements

2.3.1.1 A maximum of fifty-five (55) people for all meals and snacks with ten percent (10%) buffer.

2.3.1.2 Meals must be served with assisted service buffet setup.

2.3.1.3 Menu for Lunch and Dinner shall include the following:

2.3.1.3.1 Three (3) main course (choices of chicken, pork and fish)

2.3.1.3.2 White Rice

2.3.1.3.3 Vegetable

2.3.1.3.4 Soup and salad

2.3.1.3.5 Desserts

2.3.1.3.6 One round of drink

2.3.2. February 28, 2025– AM Snacks, Lunch, PM Snacks and Flowing Coffee good for 12 pax.

- 2.3.2.1 Meal Requirements
 - 2.3.2.1.1 A maximum of twelve (12) people for all meals and snacks with ten percent (10%) buffer.
 - 2.3.2.1.2 All meals must be served in a formal serving style/plated setup.
- 2.3.3 Complimentary standby mineral water hot/cold dispenser inside the conference/meeting room during the meeting sessions.
- 2.3.4 Take-out boxes/containers for guests/speakers/VIPs, who will not eat in the venue due to urgent business meetings/activities and need to leave venue ASAP.
- 2.3.5. External provider shall provide menu for AM & PM snacks and lunch
- 2.3.6. AM & PM snacks choice of menu with beverage such as (but not limited to) pasta with bread/pastries, sandwiches, among others.
- 2.3.7. Lunch choice of menu such as (but not limited to) fish dish/es, meat dish/es (chicken/pork/beef), vegetable dish/es, dessert, and beverage.

2.4. ROOM ACCOMMODATIONS REQUIREMENTS

- 2.4.1. Room types and assignments
 - 2.4.1.1. Eight (8) Single Rooms for 3 Days and 2 Nights (February 26-28, 2025)
 - 2.4.1.2. Two (2) Twin Rooms for 4 Days and 3 Nights (February 26- March 01, 2025)
- 2.4.3. Other room requirements
 - 2.4.2.1. Modest room accommodation available within the facility (with breakfast included).
 - 2.4.2.2. Air-conditioned, quiet, sanitized based on pandemic protocols, safe, and with sanitation kit per guest.
 - 2.4.2.3. Good and maintained facility standard (sanitation permit), i.e., no leaks and unsightly markings in beds/bedding/ceilings, etc.
 - 2.4.2.4. With free and stable Wi-Fi in rooms.
 - 2.4.2.5. With own restroom (with adequate hot and cold water) per room.

3. PAYMENT TERMS

- 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.
- 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: 3.2.1. Function Hall/Conference Room/Meeting Room Rental cost with equipment; 3.2.2. Food and drinks for conference meeting package; and 3.2.3. Room accommodation for VIPs, Guests and other attendees 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. 3.4. Price must include taxes and other service charges. 3.5. In the event of force majeure, DOST-ASTI has the right to terminate the contract or move the date of the event without additional charges when the supplier is unable to deliver or perform any or all of the goods and services. (Please see attached quotation.)			
			TOTAL:	₱257,300.00
(Total Amount in Words)			Two Hundred Fifty Seven Thousand Three 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)


FRANZ A. DE LEON, Ph.D.
Director, DOST-ASTI

Digitally
signed by
Jeffrey
Aborot

(Date)

Fund Cluster:	07	ORS / BURS No.:	023086012025-02-000020
Funds Available:	₱ 257,300.00	ORS / BURS Date:	FEBRUARY 17, 2025
		Amount:	₱ 257,300.00
<div>GAY CONCEPCION S. BUGAGAO Accountant III</div>			



14 February 2025

NOTICE TO PROCEED
ALTERNATIVE MODE OF PROCUREMENT

Ms. MARJORIE S. LONTIONG
Sales Executive - Events
CHMI HOTELS AND RESIDENCES, INC.
JP Laurel Ave., Bajada
Brgy. Wilfredo Aquino Agdao District
Davao City 8000

Dear Ms. Lontiong,

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

Contract Name	: Lease of Venue for the 3rd Program Wide Congress and PCIEERD Project Monitoring
Purchase Request No.	: ALAM-25-01-20505
Purchase / Work Order No.	: ALAM-25-02-006
Total Contract Price	: Php 257,300.00
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: Two Hundred Fifty Seven Thousand Three Hundred Pesos

Upon issuance of this Notice, your company, **CHMI HOTELS AND RESIDENCES, 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
Jeffrey
Aborot

DATE OF ISSUANCE:

19 FEB 2025

RECEIVED BY:

Signature over Printed Name

Date and Time

Postal Address : ASTI Bldg. UP Technology Park Complex
CP Garcia Ave., Diliman, Quezon City 1101
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ASTI - FM 03-19
REV 2 / 05 October 2023