



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:	THINKBIT SOLUTIONS PHILS INC.	PO No.:	25-04-067
Address:	110-A Isarog St., La Loma, Quezon City	PO Date:	April 28, 2025
TIN:	008-766-184-000	Mode of Procurement:	NP-53.9 Small Value Procurement

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>Supply and Delivery of a Customized Event Registration Website and Onsite Registration System Management Services for ASTICon 2025</p> <p>1. BACKGROUND 1.1. The DOST-ASTI is organizing the Advanced Science, Technology, and Innovation Convention (ASTICon) 2025, tentatively scheduled on July 25, 2025, in Quezon City. To streamline the registration process and enhance participant experience, DOST-ASTI seeks a service provider to develop a customized online event pre-registration website and implement an onsite registration system for the event. 1.2. The specifications outlined herein represent the minimum requirements, unless explicitly stated otherwise. 1.3. Proposals that meet or exceed the specified requirements will be considered. 1.4. The Approved Budget for the Contract is all-inclusive, covering all applicable government taxes, fees, and service charges.</p> <p>2. OBJECTIVES 2.1. Develop and customize an event registration website for online pre-registration and participant data management.</p>	1	P125,440.00	P125,440.00

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. Provide an onsite registration system inclusive of leased devices and accessories, to facilitate smooth check-in and conference badge printing.
- 2.3. Ensure a seamless and efficient registration process, minimizing delays and enhancing overall user experience.
- 2.4. The Approved Budget for the Contract is inclusive of all applicable government taxes and service charges.

3. TECHNICAL SPECIFICATIONS

3.1. Project Duration

3.1.1. The project will be implemented for a period of six (6) months, ensuring structured and efficient execution of all project components. This includes system development, customization and hosting, system deployment and dry run, event execution and onsite registration, and post-event evaluation. The project shall start seven (7) calendar days upon issuance of the Notice to Proceed (NTP). The scope of work includes the following:

3.1.1.1. System Development, Customization, and Hosting: Design, development, hosting and domain management, and ongoing maintenance

3.1.1.2. System Deployment and Dry Run: Deploy online registration portal for test users, event organizers, and mock participants.

3.1.1.3. Event Execution and Onsite Registration Management System: QR Code/Bar Code Scanning for attendee check-in;

3.1.1.4. Inclusive lease of devices and accessories for check-in and conference badge printing.

3.1.2. Post-Project Deliverables

3.1.2.1. The collected data must be in CSV format and must be submitted within two (2) weeks after the event.

3.1.2.2. The post-event system should remain accessible for a period of two (2) months after the event for reporting and data retrieval purposes.

3.2. The event registration system must include the following:

3.2.1. Online Registration

3.2.1.1. Pre-registration Form

3.2.1.1.1. The system must allow users to register for events using one valid email address per registration.

3.2.1.1.2. Users must provide basic information such as name, contact details, and/or any specific requirements related to the event.

	<p>3.2.1.1.3. The system must support the registration for multiple types of events per registration.</p> <p>3.2.1.1.4. Each registration must only proceed if the user confirms the details of their registration.</p> <p>3.2.1.1.5. Users should receive an automated confirmation email upon successful registration.</p> <p>3.2.1.2. E-Ticketing System</p> <p>3.2.1.2.1. The confirmation email received after successful registration serves as an e-ticket.</p> <p>3.2.1.2.2. Each e-ticket must include the event details, attendee name, unique QR code, and event date through a static head/footer image or text for branding.</p> <p>3.2.1.2.3. E-tickets should be downloadable or printable by users.</p> <p>3.2.1.2.4. The email sender address should incorporate the name of the event.</p> <p>3.2.1.3. Notifications</p> <p>3.2.1.3.1. Users should receive email confirmations for successful or failed registration.</p> <p>3.2.1.3.2. Event reminders and updates should be automatically sent to users prior to the event date.</p> <p>3.2.1.3.3. Admins and organizers should be notified when an event is at least 80% nearing full capacity.</p> <p>3.2.1.4. Website</p> <p>3.2.1.4.1. The website must include content related to the event (e.g., event description, speakers, technologies).</p> <p>3.2.1.4.2. Event organizers should be able to customize the layout and design of the website in collaboration with the developers.</p> <p>3.2.1.4.3. The pre-registration form must be integrated into the website.</p> <p>3.2.1.4.4. The website content should remain editable even after publication.</p> <p>3.2.1.5. System Requirements</p> <p>3.2.1.5.1. The system should be web-based and accessible via major browsers (e.g., Chrome, Firefox, Edge, Safari).</p> <p>3.2.1.5.2. The system should be responsive for use on mobile devices, including tablets and smartphones.</p> <p>3.2.1.5.3. The system must be scalable to handle large numbers of events and registrations.</p> <p>3.2.1.5.4. The system must allow for hardware integration (e.g., printers, scanners) for event day operations.</p> <p>3.2.1.5.5. The system should go live on or before June 02, 2025.</p>			
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	<p>3.2.1.6. Admin and Organizer Dashboard</p> <p>3.2.1.6.1. Event organizers should have access to a dashboard to manage events and registrations.</p> <p>3.2.1.6.2. The dashboard should provide real-time reporting on total registrations</p> <p>3.2.1.6.3. Event organizers should be able to export registration data in CSV, PDF, or Excel format.</p> <p>3.2.1.6.4. Admins should have permission to add, edit, or remove events and monitor system activity.</p> <p>3.2.2. Onsite Services</p> <p>3.2.2.1. Check-in System</p> <p>3.2.2.1.1. The system must support onsite registrations via tablet or kiosk devices.</p> <p>3.2.2.1.2. The system must allow for fast check-ins at the event using QR code or barcode scanning.</p> <p>3.2.2.1.3. Scanners (barcode/QR code) must be available for event staff to verify attendees at the entrance.</p> <p>3.2.2.1.4. Onsite registration devices should be pre-configured for immediate use.</p> <p>3.2.2.1.5. The system should support the printing of badges and tickets at the event.</p> <p>3.2.2.1.6. The check-in system should automatically update the attendee s status as checked in in real-time.</p> <p>3.2.2.2. Devices and accessories</p> <p>3.2.2.2.1. Four (4) sets of the following:</p> <p>3.2.2.2.1.1. Tablet for registration</p> <p>3.2.2.2.1.2. Customizable tabletop stands</p> <p>3.2.2.2.1.3. Name tag printer inclusive of sticker conference tags</p> <p>3.2.2.2.2. Replacement Policy</p> <p>3.2.2.2.2.1. Service provider shall have spare units to replace defective devices to prevent disruptions in the event.</p> <p>3.2.2.3. Location & Event Schedule</p> <p>3.2.2.3.1. Location: Within Quezon City</p> <p>3.2.2.3.1.1. Tentative Ingress date: July 24, 2025, 1:00 PM onwards</p> <p>3.2.2.3.1.2. Tentative Egress date: July 25, 2025, 5:00 PM onwards</p> <p>3.2.3. Data Privacy and Security</p> <p>3.2.3.1. The service provider must comply with data protection regulations, including the Data Privacy Act of 2012.</p> <p>3.2.3.2. The service provider must notify DOST-ASTI of any potential breach of security.</p> <p>3.2.3.3. Ownership of user data shall remain with DOST-ASTI.</p> <p>3.3. The service provider must fulfill the following requirements:</p> <p>3.3.1. Eligibility</p>			
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- 3.3.1.1. The service provider must have proven experience in event registration systems.
- 3.3.1.2. A portfolio showcasing previous work of the service provider must be submitted.
- 3.3.2. Technical Requirements & Pre-Qualification Testing
 - 3.3.2.1. The qualified bidder shall undergo pre-qualification testing of their system in a live test environment to ensure compliance with functional, security, and performance standards before awarding the contract;
 - 3.3.2.2. The provider must demonstrate all system features, including registration, QR code validation, badge printing, and reporting.
- 3.3.3. Technical Support
 - 3.3.3.1. System deployment and continuous testing must be conducted once (1) a month after issuance of the NTP.
 - 3.3.3.2. At least two (2) onsite technical support must be available throughout the event.
 - 3.3.3.3. The service provider must conduct training for the event organizers on system usage.
- 3.3.4. Contract Management & Reporting
 - 3.3.4.1. Regular updates on the system's progress must be provided to the event organizers.
 - 3.3.4.2. Any issues encountered must be promptly resolved, with necessary system adjustments implemented.
 - 3.3.4.3. A post-event evaluation and debriefing must be conducted.
- 4. Timelines & Deliverables
 - 4.1. Event Website Creation
 - 4.1.1. The event website should be completed within thirty (30) days from the project's start date. The development process will include:
 - 4.1.1.1. Pre-registration form
 - 4.1.1.2. Layout and design of the website
 - 4.1.1.3. Content Development
 - 4.1.1.4. Server setup
 - 4.1.1.5. Quality assurance
 - 4.2. Onsite Registration Preparation
 - 4.2.1. Preparations for onsite registration shall commence after the event website is completed. The preparations will include the following:
 - 4.2.1.1. Website registration
 - 4.2.1.2. Notification of successful registration
 - 4.2.1.3. Generation of the QR code

4.2.1.4. Scanning of the QR Code
4.2.1.5. Printing of the name tags
4.3. Regular communication
4.3.1. DOST-ASTI and the service provider must maintain continuous communication from the start of the project until six (6) months after the issuance of the NTP, to address all event-related matters and post-event concerns.

5. DELAY OR FAILURE IN SERVICE DELIVERY

5.1. The Supplier shall allow DOST-ASTI to reschedule the event or activity in case of emergencies or unforeseen incidents. In such cases, DOST-ASTI will not incur any additional charges for the rescheduling.
5.2. In case of delay or failure by the external provider to deliver or fulfill any requirements as specified in the contract, and due to the time sensitive nature of the required service, the external provider expressly agrees that DOST-ASTI, and at DOST-ASTI's sole discretion, may proceed to take such remedial actions, as it deems necessary, which may include, but not limited to, direct engagement of third-party external provider(s) to fulfill the required service in-part or in-whole, at the contracted external provider's risk and expense and where such expense ensuing from the remedial action taken may exceed the Awarded Contract price, and without prejudice to any other rights which the DOST-ASTI may have against the External Provider under the contract and under applicable law.
5.3. The DOST-ASTI has the right to terminate the contract when a) outside of force majeure, the Supplier fails to deliver or perform any or all of the Goods within the period/s specified in the contract; b) as a result of force majeure, the Supplier is unable to deliver or perform any or all of the Goods, amounting to at least ten percent (10%) of the contract price for a period of not less than sixty (60) calendar days after receipt of the notice from the Procuring Entity stating that the circumstance of force majeure is deemed to have ceased; and c) the Supplier fails to perform any obligation under the contract.

6. DELIVERY AND PAYMENT TERMS

6.1. The project will be implemented for a period of six (6) months which shall start seven (7) calendar days upon issuance of the NTP.
6.2. Payment shall be made through

	<p>progress billings (if needed), which shall be proportionate to the following milestones:</p> <p>6.2.1. Event Website Creation and Onsite Registration Preparation: 50% of the contract amount upon successful completion and acceptance of the end-user.</p> <p>6.2.2. Event Execution and Onsite Registration Management System: 30% of the contract amount upon completion of system deployment</p> <p>6.2.3. Post-event system access: 20% of the contract amount upon completion of post-event requirements including accessibility and data retrieval post event.</p> <p>6.3. The billing shall be accompanied by an acknowledgment document issued by an authorized officer of DOST-ASTI BDU certifying to the percentage of actual and acceptable works accomplished and that the amount being claimed by the Contractor is based on the percentage of accomplishment of the Contractor for the period.</p> <p>6.4. Final Payment shall be made upon the submission of the Final Billing together with certification/acceptance/by the end-user that the services are delivered in accordance with the terms of this Contract and are duly inspected and accepted.</p> <p>6.5. The price must be inclusive of government taxes and other charges.</p> <p><i>(Please see attached quotation.)</i></p>		
		TOTAL:	₱125,440.00
(Total Amount in Words)		One Hundred Twenty-Five Thousand Four Hundred Forty 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 A.
Aborot

(Date)

Fund Cluster:	<u>01</u>	ORS / BURS No.: <u>021011012025-04-000283</u>
		ORS / BURS Date: <u>APRIL 29, 2025</u>
Funds Available:	<u>Php 125,440.00</u>	Amount: <u>₱ 125,440.00</u>
<div> GAY CONCEPCION S. BUGAGAO _____ Accountant III</div>		



28 April 2025

NOTICE TO PROCEED
ALTERNATIVE MODE OF PROCUREMENT

Mr. JEDD TIMOTHY LIM
Director
THINKBIT SOLUTIONS PHILS INC.
110-A Isarog St.
La Loma, Quezon City

Dear Mr. Lim,

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

Contract Name	:	Supply and Delivery of One (1) Lot Customized Event Registration Website and Onsite Registration System Management Services for ASTICon 2025
Purchase Request No.	:	GAA-25-03-20920
Purchase / Work Order No.	:	25-04-067
Total Contract Price	:	P125,440.00
(inclusive of taxes, import duties and all other charges or fees)		
Total Contract Price in Words	:	One Hundred Twenty-Five Thousand Four Hundred Forty Pesos

Upon issuance of this Notice, your company, **THINKBIT SOLUTIONS PHILS 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 A.
Aborot

DATE OF ISSUANCE:

MAY 06 2025

RECEIVED BY:

Signature over Printed Name

Date and Time