



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:	CLUB BALAI ISABEL INC.	PO No.:	ALAM-25-05-015
Address:	Banga Talisay, Batangas 4220	PO Date:	May 28, 2025
TIN:	006-508-283-000	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: Per end-user's
schedule

Date of Delivery:

Payment Term: Government Terms

Warranty Term:

Stock / Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	Lot	<p>Venue and Accommodation for ASTI-ALaM Use case: DIMER End-User Training and ASTI-ALaM Culmination (2 – 5 June 2025)</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 of organizers, for ASTI-ALaM Use case: DIMER End-User Training and ASTI-ALaM Culmination. 1.2 The Approved Budget for the Contract is inclusive of all applicable government taxes and services charges.</p> <p>2. SPECIFICATIONS</p> <p>2.1 PLACE AND DATES OF EVENT 2.1.1 Date: Tentatively on 2 – 5 June 2025 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 2.1.2 Place: Talisay, Batangas 2.1.2.1. Preferred location should be on or near the main road, accessible to all transportation (e.g., vans, minibuses, etc.) 2.1.2.2. Available parking spaces for VIPs and organizers' services.</p> <p>2.2. FUNCTION HALL/CONFERENCE</p>	1	₱1,672,385.00	₱1,672,385.00

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

	<p>ROOM/MEETING ROOM/BREAKOUT ROOM/HOLDING ROOM REQUIREMENTS</p> <p>2.2.1. Function Hall</p> <p>2.2.1.1. Usage</p> <p>2.2.1.1.1. Whole day use of function room from Day 1 to 4</p> <p>2.2.1.1.2. Half-day use of function room on Day 1, for ingress purposes</p> <p>2.2.1.2. Setup</p> <p>2.2.1.2.1. Day 1 to 3 – Classroom-type setup which can accommodate at least sixty (60) persons with rectangular tables and chairs and complimentary tabletop name plates for VIPS, pen/pencils, and papers for note taking</p> <p>2.2.1.2.2. Day 4 – Banquet style arrangement which can accommodate at least seventy (70) persons with round tables and chairs in elegant setup and complimentary tabletop name plates for VIPS, pen/pencils, and papers for note taking</p> <p>2.2.1.3. Other Requirements</p> <p>2.2.1.3.1. With adequate space for the secretariat table at least two (2) tables and six (6) chairs</p> <p>2.2.1.3.2. With LED wall, approximately 10x20 feet measurement</p> <p>2.2.1.3.3. With lights and sounds, preferably with speakers, equalizer, and audio mixer</p> <p>2.2.1.3.4. With at least five (5) wireless microphones</p> <p>2.2.1.3.5. With provision for stage and podium</p> <p>2.2.1.3.6. Network and Internet Requirements</p> <p>2.2.1.3.6.1. High Speed Internet Access</p> <p>2.2.1.3.6.1.1. Minimum bandwidth: 200 Mbps download and 100 Mbps upload</p> <p>2.2.1.3.6.1.1.1. Can accommodate approximately seventy (70) participants, with multiple devices per user expected (e.g., laptops, phones, tablets).</p> <p>2.2.1.3.6.2. Dedicated Wi-Fi SSID for the Event (Mandatory)</p> <p>2.2.1.3.6.2.1. A separate and exclusive Wi-Fi SSID must be configured for the event. This ensures better network management, security, and quality of service for both participants and staff.</p> <p>2.2.1.3.6.3. IPv6 Support (Mandatory)</p> <p>2.2.1.3.6.3.1. The venue’s Internet Service Provider (ISP) must provide native IPv6 connectivity. Dual-stack support (IPv4 + IPv6) is strongly preferred to ensure compatibility with modern systems, improved network performance, and long-</p>			
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term sustainability.

2.2.1.3.6.4 Low Latency and High Availability

2.2.1.3.6.4.1. The network should maintain low latency (<50ms) and be capable of supporting concurrent high-usage sessions, such as video conferencing, real-time collaboration tools, and livestreaming.

2.2.1.3.6.5. Redundancy and Backup Connectivity (Preferred)

2.2.1.3.6.5.1. A backup internet connection (e.g., secondary ISP or LTE failover) is highly desirable to minimize downtime during the event.

2.2.2. Holding Room

2.2.2.1. Usage

2.2.2.1.1. Whole day use of holding room from Day 1 to 3

2.2.2.2. Setup

2.2.2.2.1. Day 1 to 4 – With adequate space for pre-event and post-event materials storage, secretariat table at least four (4) tables and six (6) chairs each table for ingress and post-event meetings.

2.2.3. Breakout Room/Meeting Room

2.2.3.1. Usage

2.2.3.1.1. Whole day use of breakout/meeting room for Day 3

2.2.3.2. Setup

2.2.3.2.1. Day 4 – Classroom-type setup which can accommodate at least fifty (50) persons with rectangular tables and chairs for post activity briefing/evaluation and egress.

2.3. CONFERENCE/MEETING MEALS

2.3.1. Day 1 to Day 3 - Plated meal for AM & PM Snacks

2.3.1.1. AM & PM Snacks (heavy snacks with drinks)

2.3.2. Day 4 - Plated meal for AM Snacks and take out PM Snacks

2.3.2.1 AM & PM Snacks. Heavy snacks with drinks (i.e., pasta/ noodles with bread)

2.3.3. Day 1 to Day 3 - Managed lunch and dinner buffet

2.3.3.1. Consists of two (2) main courses (fish, chicken or beef), vegetable, rice, dessert, and soup.

2.3.3.2. One round of iced tea/juice/soda.

2.3.4. Day 2 to Day 4 - Breakfast

2.3.4.1. Consists of two (2) main courses (fish, chicken or beef), rice, dessert, and soup

2.3.5. Day 4 – Managed lunch

2.3.5.1. Consists of two (2) main courses

(fish, chicken or beef), vegetable, rice, dessert, and soup.
2.3.5.2. One round of iced tea/juice/soda.
2.3.6. Free-flowing brewed coffee from Day 1 to Day 4.
2.3.7. The menu list shall be approved by the end-user.
2.3.8. Complimentary standby mineral water hot/cold dispenser inside the conference/meeting room during the meeting sessions.
2.3.8. With ten percent (10%) buffer on meals.
2.3.9. 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.

2.4. ROOM ACCOMMODATIONS

2.4.1. Room types and assignments
2.4.1.1. DAY 1 to 4 - Three (3) single rooms for the VIPs
2.4.1.2. DAY 2 to 3 - Three (3) single rooms for additional VIPs
2.4.1.3. DAY 1 to 4 - Twenty-eight (28) twin-sharing/triple-sharing rooms for fifty-seven (57) participants
2.4.1.4. DAY 2 to 3 - Twenty-six (26) twin-sharing/triple-sharing rooms for fifty-two (52) participants
2.4.2. Other room requirements
2.4.2.1. Modest room accommodation available within the facility (no 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)
2.4.3. Room reservations
2.4.3.1. The end-user shall confirm the final list of rooms to be reserved five (7) days prior to the event.

3. PAYMENT TERMS

3.1. Certificate of funds Availability shall be issued by DOST-ASTI in lieu of deposit. Full payment shall be done 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


	<p>completion of the event and must reflect the breakdown of charges for the following:</p> <p>3.2.1. Function Hall/Conference Room/Meeting Room Rental cost with equipment;</p> <p>3.2.2. Food and drinks for conference meeting package; and</p> <p>3.2.3. Room accommodation for organizers and speakers.</p> <p>3.2.4. Additional charges for internet and network requirements specified by the end-users.</p> <p>3.3. Payment shall be based on the actual number of persons. No payment shall be made for goods and services not delivered/utilized under this contract.</p> <p>3.4. Price must include taxes and other service charges.</p> <p>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 pursuant to the 2016 Implementing Rules and Regulations of Republic Act No. 9184.</p> <p>(Please see attached quotation.)</p>			
			TOTAL:	₱1,672,385.00
(Total Amount in Words)			One Million Six Hundred Seventy Two Thousand Three Hundred Eighty Five 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

(Date)

Fund Cluster:	<u>07</u>	ORS / BURS No.:	<u>023086012025-05-000136</u>
Funds Available:	<u>Php 1,672,385.00</u>	ORS / BURS Date:	<u>MAY 28, 2025</u>
		Amount:	<u>₱ 1,672,385.00</u>
<p> GAY CONCEPCION S. BUGAGAO Accountant III</p>			



28 May 2025

NOTICE TO PROCEED
ALTERNATIVE MODE OF PROCUREMENT

Mr. NORELL AGNO
Account Executive
CLUB BALAI ISABEL INC.
Banga Talisay
Batangas 4220

Dear Mr. Agno,

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

Contract Name	: Lease of Venue and Accommodation for ASTI-ALaM Use Case DIMER End-User Training and ASTI-ALaM Culmination (2 - 5 June 2025)
Purchase Request No.	: ALAM-25-05-21216
Purchase / Work Order No.	: ALAM-25-05-015
Total Contract Price	: Php 1,672,385.00
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: One Million Six Hundred Seventy Two Thousand Three Hundred Eighty Five Pesos

Upon issuance of this Notice, your company, **CLUB BALAI ISABEL 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

DATE OF ISSUANCE:
29 MAY 2025

RECEIVED BY:

Signature over Printed Name

Date and Time