



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:	MORONGSTAR HOTEL AND RESORT	PO No.:	25-05-096
Address:	Pinabatuhan Poblacion, Morong, Bataan 2108	PO Date:	May 28, 2025
TIN:	275-579-538-00000	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:	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>Lease of Venue with Accommodation and Meals for the ASTI Teambuilding Activity</p> <p>1. BACKGROUND AND OBJECTIVES</p> <p>1.1. The DOST-ASTI will be conducting its Teambuilding Activity, with tentative schedule on 10-11 June 2025, to be participated in by the DOST-ASTI personnel. This event is designed to improve employee motivation and engagement, support well-being, and boost morale, thereby promoting work efficiency and higher productivity.</p> <p>1.2. To ensure an effective and focused experience, the team-building session will be held outside the DOST-ASTI premises. This will create an environment that encourages active participation and engagement. Furthermore, given the lack of an adequate venue within the DOST-ASTI facilities to accommodate all participants, the provision of a suitable venue, along with meals and accommodation, is necessary to ensure the success of the event.</p> <p>1.3. The Approved Budget for the Contract is inclusive of all applicable government taxes and services charges.</p>	1	₱876,863.00	₱876,863.00

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>2. SPECIFICATIONS</p> <p>2.1. Dates of Event and Venue</p> <p>2.1.1. Date of travel: 10-11 June 2025 (Tentative)</p> <p>2.1.1.1. Dates may be subject to change. Dates shall be confirmed by DOST-ASTI at least seven (7) calendar days prior to the final event schedule.</p> <p>2.1.2. Venue: Morong, Bataan</p> <p>2.1.2.1. Function Room</p> <p>2.1.2.1.1. Location of Function Room/Events Center must be within the same building/address</p> <p>2.1.2.1.2. Availability of Function Room/Events Center on 10 June 2025 (8:00 AM-12:00 MN) and 11 June 2025 (8:00 AM – 1:00 PM)</p> <p>2.1.2.1.3. Amenities of Function Room</p> <p>2.1.2.1.4. Can accommodate a maximum of two hundred (200) participants, guaranteed number of one hundred fifty (150) pax</p> <p>2.1.2.1.5. Round/Banquet set-up (with enough/sufficient space in the middle, that can accommodate/be used for physical activities)</p> <p>2.1.2.1.6. Technical booth</p> <p>2.1.2.1.7. Secretariat’s table with chairs</p> <p>2.1.2.1.8. At least two (2) microphone units</p> <p>2.1.2.1.9. With LCD projector and screen</p> <p>2.1.2.1.10. Free and steady Wi-Fi connection in the function room</p> <p>2.1.2.1.11. Waived electricity charges for use of laptops and projector</p> <p>2.1.2.1.12. With provision for extension wire/cords</p> <p>2.1.2.1.13. Audible/Operational sound system</p>			
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2.1.3. Teambuilding Package with Outdoor Venue and Facilitators

2.1.3.1. With area for outdoor activities that can accommodate a maximum of two hundred (200) participants

2.1.3.2. Provision of teambuilding facilitators and marshals that shall guide the entire teambuilding activities.

2.1.3.3. Teambuilding activities preferably with water activities/games

2.1.4. Facilities

2.1.4.1. Continuous water supply and accessible comfort rooms

2.1.4.2. Adequate fire alarm, standby fire extinguisher, and accessible emergency exit

2.1.4.3. Available internet connection within the premises of the venue

2.1.4.4. Provision of janitorial and maintenance services

2.1.4.5. Adequate security service, 24 x 7 security services available

2.1.4.6. Provision of first aid kit in case of emergency

2.1.5. Room Accommodation

2.1.5.1. One (1) single occupancy room for director with breakfast included

2.1.5.2. Rooms that can accommodate a maximum of 199 pax with breakfast included.

2.1.5.3. Airconditioned rooms with own toilet and bath and continuous water supply per room

2.1.5.4. Provision of towel and toiletries

2.1.5.5. Allows early check-in (before lunch) or a secured room to be provided on Day 1 to store participants' luggage if activities are ongoing without additional

	<p>fees; and complimentary use of amenities.</p>			
	<p>2.1.6. Food and Beverages</p>			
	<p>2.1.6.1. Meals for a maximum of two hundred (200) pax, guaranteed number of one hundred fifty (150) pax</p>			
	<p>2.1.6.2. Meal requirements are as follows:</p>			
	<p>2.1.6.2.1. Day 1 - AM snacks, managed buffet lunch, PM snacks, managed buffet dinner, pica pica, and drinks for socials</p>			
	<p>2.1.6.2.2. Day 2 – AM snacks, managed buffet lunch, PM snacks (packed)</p>			
	<p>2.1.6.3. AM and PM snacks choice of menu with beverage such as (but not limited to) pasta with bread/pastries, sandwiches, among others and drinks.</p>			
	<p>2.1.6.4. Lunch and dinner choice of menu must consist of at least three (3) main courses (fish/pork/chicken/beef), vegetables, rice, dessert, soup, and one round of iced tea/juice/soda.</p>			
	<p>2.1.6.5. Can accommodate dietary restrictions of some personnel.</p>			
	<p>2.1.6.6. With free-flowing coffee (preferably brewed), tea, drinking water and candies in the function hall for the whole duration of event.</p>			
	<p>2.1.6.7. External provider shall provide menu for AM & PM snacks, lunch and dinner. The DOST-ASTI shall approve the final menu list and will notify the provider of the dietary restrictions of some personnel at least seven (7) calendar days before the conduct of the event.</p>			
	<p>2.1.6.8. With ten percent (10%) buffer on meals.</p>			
	<p>2.1.7. Parking Space</p>			
	<p>2.1.7.1. Large free parking space that can accommodate at least four (4) buses and three (3) private vehicles within or near the venue.</p>			
	<p>3. Other conditions</p>			
	<p>3.1. The final number of attendees and arrangements for accommodation shall be</p>			


	<p>coordinated by the end-user, through a written notice (letter or email), within three (3) calendar days upon issuance of Notice to Proceed.</p> <p>4. DELIVERY AND PAYMENT TERMS</p> <p>4.1. Price quotation must be inclusive of applicable government taxes and charges.</p> <p>4.2. Supplier must provide a breakdown of its price quotation including food menu options upon submission to the DOST-ASTI BAC Secretariat, including folio of charging.</p> <p>4.3. A single advance payment not to exceed 50% of the total amount of the contract price may be allowed subject to the compliance of end-user and supplier with the procurement requirements</p> <p>4.4. In the event of force majeure, DOST-ASTI can terminate the contract or move the event date without additional charges to the Institute pursuant to the 2016 revised IRR of RA No. 9184.</p> <p>4.5. Full payment shall be processed upon completion of the activity and submission of complete documents from the provider.</p> <p>(Please see attached quotation.)</p>		
		TOTAL:	₱876,863.00
(Total Amount in Words)		Eight Hundred Seventy-Six Thousand Eight Hundred Sixty-Three 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:

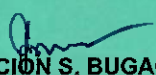
Very Truly Yours,

(Signature over Printed Name of Supplier)


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

Digitally
signed by
Jeffrey A.
Aborot

(Date)

Fund Cluster:	01	ORS / BURS No.:	12/10/2025-05-000399
Funds Available:	₱ 876,863.00	ORS / BURS Date:	MAY 29, 2025
		Amount:	₱ 876,863.00
<p> GAY CONCEPCION S. BUGAGAO Accountant III</p>			



28 May 2025

NOTICE TO PROCEED
ALTERNATIVE MODE OF PROCUREMENT

Mr. CHRISTOPHER ALLAS
Reservation Officer
MORONGSTAR HOTEL AND RESORT
Pinabatuhan Poblacion
Morong, Bataan 2108

Dear Mr. Alias,

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

Contract Name	: Lease of Venue with Accommodation and Meals for the ASTI Teambuilding Activity
Purchase Request No.	: GAA-25-04-21100
Purchase / Work Order No.	: 25-05-096
Total Contract Price	: Php 876,863.00
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: Eight Hundred Seventy Six Thousand Eight Hundred Sixty Three Pesos

Upon issuance of this Notice, your company, **MORONGSTAR HOTEL AND RESORT** 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:

30 MAY 2025

RECEIVED BY:

Signature over Printed Name

Date and Time

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