



Republic of the Philippines  
**DEPARTMENT OF SCIENCE AND TECHNOLOGY**  
**ADVANCED SCIENCE AND TECHNOLOGY INSTITUTE**



**PURCHASE ORDER**

ASTI – FM 03-17  
REV 4 / 09 June 2025

|           |  |                      |   |
|-----------|--|----------------------|---|
| Supplier: | ARANETA HOTELS, INC.   | PO No.:              | 25-07-136                                 |
| Address:  | 101 Aguinaldo Ave., cor. Mc Arthur Ave., Araneta Center, Socorro 3, Quezon City 1109 | PO Date:             | July 02, 2025                             |
| TIN:      | 006-875-885-00001  | 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><b>Lease of Venue for Advanced Science, Technology and Innovation Convention (ASTICon) 2025 and DOST-ASTI Service Awards Ceremony</b></p> <p>1. Background / Objectives<br/>1.1. The DOST-Advanced Science and Technology Institute (DOST-ASTI) seeks a qualified and experienced bidder for the venue lease and catering services for the Advanced Science, Technology, and Innovation Convention (ASTICON) 2025. The selected bidder must ensure a venue that meets the event's logistical and technical requirements, along with high-quality catering services that accommodate diverse dietary preferences.<br/>1.2. Proposals that meet or exceed the specified requirements will be considered.<br/>1.3. The Approved Budget for the Contract is all-inclusive, covering all applicable government taxes, fees, and service charges.</p> <p>2. Functional / Technical Specifications<br/>2.1. Preferred Lease Period / Service Schedule:<br/>2.1.1. DAY 1 / Lease Start Date: 04 August 2025 (Ingress)<br/>2.1.2. DAY 2 / Lease End Date: 05 August 2025 (Event Proper)</p> | 1        | P2,431,600.00 | P2,431,600.00 |

Postal Address : ASTI Bldg., U.P. Technology Park Complex,  
CP Garcia Ave., Diliman, Quezon City 1101  
Website : [www.asti.dost.gov.ph](http://www.asti.dost.gov.ph)  
Email : [info@asti.dost.gov.ph](mailto:info@asti.dost.gov.ph)

Tel No. : +632 8249-8500  
+632 8426-9755



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| <p>2.1.3. Event Schedule</p> <p>2.1.3.1. One (1) Plenary Conference Hall (LED wall / stage area)</p> <p>2.1.3.1.1. Ingress Schedule</p> <p>2.1.3.1.1.1. Ingress for DAY 1, 12:00 NN - onwards to DAY 2</p> <p>2.1.3.2. If two (2) adjoining ballrooms for Plenary Conference Hall</p> <p>2.1.3.2.1. Ingress Schedule</p> <p>2.1.3.2.1.1. One (1) Plenary Conference Hall (LED wall / stage area)</p> <p>2.1.3.2.1.1.1. Ingress for DAY 1, 12:00 NN - onwards to DAY 2</p> <p>2.1.3.2.1.2. One (1) adjoining ballroom for Plenary Conference Hall 2 (guest area)</p> <p>2.1.3.2.1.2.1. Ingress for DAY 2, 12:01 MN (earliest, latest 3:00 AM) - onwards</p> <p>2.1.3.2.1.2.2. Main Event: DAY 2, 8:00 AM - 5:00 PM</p> <p>2.1.3.3. One (1) adjoining ballroom to plenary conference hall for exhibit area</p> <p>2.1.3.3.1. Ingress Schedule</p> <p>2.1.3.3.1.1. Ingress for DAY 1, 12:00 NN - onwards</p> <p>2.1.3.3.1.2. Main Event: DAY 2, 8:00 AM - 5:00 PM</p> <p>2.1.3.4. Meeting Rooms</p> <p>2.1.3.4.1. Meeting Room 1: Holding Room / Ad Hoc Meeting</p> <p>2.1.3.4.1.1. Event proper: DAY 2, 6:00 AM - 12:00 MN</p> <p>2.1.3.4.2. Meeting Room 2: Secretariat Room</p> <p>2.1.3.4.2.1. Ingress for Secretariat: DAY 1, 12:00 NN - onwards</p> <p>2.1.3.4.2.2. Event proper: DAY 2, 6:00 AM - 5:00 PM</p> <p>2.1.3.4.3. Meeting Room 3: Production Room</p> <p>2.1.3.4.3.1. Ingress for Production Team: DAY 1, 12:00 NN - onwards</p> <p>2.1.3.4.3.2. Event proper: DAY 2, 6:00 AM - 10:00 PM</p> <p>2.1.3.5. Plenary Hall for Service Awards Ceremony</p> <p>2.1.3.5.1. Ingress: DAY 2, 5:00 PM - 7:00 PM</p> <p>2.1.3.5.2. Event Proper: DAY 2, 7:00 PM - 11:00 PM</p> <p>2.2. Service Quantity</p> <p>2.2.1. Service Quantity pertains to event related food catering services.</p> <p>2.2.2. Meal Types</p> <p>2.2.2.1. Whole Day Meeting Package (WDMP)</p> <p>2.2.2.2. Crew Meal Lunch (CM LUNCH)</p> |  |  |  |  |
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2.2.2.3. Crew Meal Dinner (CM DINNER)  
2.2.2.4. Dinner (DINNER)  
2.2.2.5. See Meal Requirements for specifications/requirements for each meal type.

2.2.3. Catering Services for specified Service Quantity per Service Schedule.

2.2.3.1. DAY 1

2.2.3.1.1. CM DINNER

2.2.3.1.1.1. DAY 1 CM DINNER Minimum Service Quantity (DAY 1 CM DINNER Min SQ): 40 persons

2.2.3.1.1.2. DAY 1 CM Dinner Maximum Service. Quantity (DAY 1 DINNER Max SQ): 80 persons

2.2.3.2. DAY 2

2.2.3.2.1. WDMP

2.2.3.2.1.1. DAY 2 WDMP Minimum Service Quantity (DAY 2 WDMP Min SQ): 220 persons

2.2.3.2.1.2. DAY 2 Whole Day Meeting Package Maximum Service Quantity (DAY 2 WDMP Max SQ): 260 persons

2.2.3.2.2. Crew Meal.

2.2.3.2.2.1. DAY 2 Crew Meal Lunch Minimum Service Quantity (DAY 2 CM LUNCH Min SQ): 30 persons

2.2.3.2.2.2. DAY 2 Crew Meal LUNCH Maximum Service Quantity (DAY 2 CM LUNCH Max SQ): 40 persons

2.2.3.2.2.3. DAY 2 Crew Meal Dinner Minimum Service Quantity (DAY 2 CM DINNER Min SQ): 30 persons

2.2.3.2.2.4. DAY 2 Crew Meal Dinner Maximum Service Quantity (DAY 2 CM DINNER Max SQ): 50 persons

2.2.3.2.3. Dinner

2.2.3.2.3.1. DAY 2 Dinner Minimum Service Quantity (DAY 2 DINNER Min SQ): 180 person

2.2.3.2.3.2. DAY 2 Dinner Maximum Service Quantity (DAY 2 DINNER Max SQ): 220 persons

2.2.4. Bid submissions shall be based on the respective specified Maximum Service Quantity (Max SQ) as the initial Service Quantity per Service Schedule.

2.2.5. Catering Services Cost per Person (CSCPP), defined as either:

2.2.5.1. Expressly specified food related services, whether indicated individually or



part of a seminar, convention, or similar package.

2.2.5.2. Computed based on the overall food related services component of the Awarded Contract Price divided by the specified Max SQ.

2.2.6. Any change in Service Quantity to be advised by DOST-ASTI at least seven (7) calendar days before the Service Schedule.

2.2.7. Any decrease in Service Quantity shall not go below the respective Min SQ, and final payment shall be adjusted / revised accordingly from Awarded Contract Price, per Payment Terms.

2.2.8. Any increase in Service Quantity above the respective Max SQ will be with the concurrence of the External Provider, which may involve adjustment of the Food and Beverage Requirements to accommodate the increase in Service Quantity i.e., modifying or decreasing the food and/or beverage options for example, such as that DOST-ASTI shall not incur any additional payment over and above the Awarded Contract Price, per Payment Terms.

2.3. Food and Beverage Requirements

2.3.1. Meal Types

2.3.1.1. Whole Day Meeting Package (WDMP)

2.3.1.1.1. Assisted service buffet setup.

2.3.1.1.2. Lunch

2.3.1.1.3. Soup

2.3.1.1.4. Salad

2.3.1.1.5. Appetizer

2.3.1.1.6. Three (3) viands (choices of chicken, pork, beef, or fish)

2.3.1.1.7. Vegetable dish

2.3.1.1.8. Starch dish (i.e. rice or similar)

2.3.1.1.9. Dessert

2.3.1.1.10. One round of iced tea or soda

2.3.1.1.11. Overflowing coffee and tea during the session

2.3.1.1.12. Snacks

2.3.1.1.12.1. Choice of pasta dish, sandwich, pastry, or similar

2.3.1.1.12.2. One round of iced tea or soda

2.3.1.1.12.3. Overflowing coffee and tea during the session

2.3.1.1.13. Crew Meals

2.3.1.1.13.1. Crew Meal (CM)

2.3.1.1.13.1.1. Individually packed and distribution ready.



- 2.3.1.1.13.1.2. One (1) viand (choice of chicken, pork, beef, or fish)
- 2.3.1.1.13.1.3. Vegetable dish
- 2.3.1.1.13.1.4. Starch dish (i.e. rice or similar)
- 2.3.1.1.13.1.5. One round of iced tea or soda
  
- 2.3.1.1.14. Dinner (DINNER)
- 2.3.1.1.14.1. Assisted service buffet setup
- 2.3.1.1.14.2. Dinner
- 2.3.1.1.14.2.1. Soup
- 2.3.1.1.14.2.2. Salad
- 2.3.1.1.14.2.3. Appetizer
- 2.3.1.1.14.2.4. Three (3) viands (choices of chicken, pork, beef, or fish)
- 2.3.1.1.14.2.5. Vegetable dish
- 2.3.1.1.14.2.6. Starch dish (i.e. rice or similar)
- 2.3.1.1.14.2.7. Desserts
- 2.3.1.1.14.2.8. One round of iced tea or soda
- 2.3.1.1.14.2.9. Overflowing coffee and tea during the session
- 2.3.1.1.15. Provision of one (1) sheet cake approximately 50 cm x 50 cm sheet cake with DOST-ASTI logo.
- 2.3.1.1.16. Celebratory/toasting drinks
  
- 2.3.1.2. Dietary Restrictions
- 2.3.1.2.1. Accommodate special dietary requirements, such as but not limited to vegetarian, vegan, pescatarian, etc.
- 2.3.1.2.2. Dietary restricted meals to be plated and served separately.
- 2.3.1.2.3. Buffet service shall label foods with allergy-sensitive meals such as peanuts, dairy, eggs, soy, wheat, fish, shellfish, and other common allergens to ensure safety of guests with dietary restrictions.
  
- 2.3.1.3. Meal Buffer
- 2.3.1.3.1. Standard Ten percent (10%) food buffer for all meal requirements.
  
- 2.3.1.4. Prevailing Rental Rate
- 2.3.1.4.1. Whole Day Meeting Package rate not to exceed PHP2,500 per person per day.
- 2.3.1.4.2. Crew Meal (Lunch / Dinner) rate not to exceed PHP650.00 per person per day.
- 2.3.1.4.3. Dinner rate not to exceed PHP2,900.00 per person per day.
- 2.3.1.4.4. Rates shall be inclusive of taxes and any and all charges and fees.



- 2.4. Lease Factors
  - 2.4.1. Location and Site Condition
    - 2.4.1.1. Within Quezon City only
    - 2.4.1.2. Within 7 km driving distance from DOST-ASTI.
  - 2.4.2. Accessibility
    - 2.4.2.1. Ease of access to various modes of transportation, including but not limited to jeeps, buses, taxis, and MRT.
    - 2.4.2.2. Venue accessible and close to public transportation, including bus stops, passenger van terminals, and train stations.
  - 2.4.3. Parking Allocation
    - 2.4.3.1. Complimentary parking for ten (10%) of the total Service Quantity per Service Schedule.
    - 2.4.3.2. Access to nearby paid parking facilities.
  - 2.4.4. Neighborhood Data
    - 2.4.4.1. Controlled hotel entrance access and security.
    - 2.4.4.2. Emergency-ready
      - 2.4.4.2.1. Dedicated emergency response infrastructure with the following:
        - 2.4.4.2.1.1. First aid facilities
        - 2.4.4.2.1.2. Ambulance and/or proximity to hospitals/clinics
        - 2.4.4.2.1.3. Fire suppression
    - 2.4.4.3. Sanitation and health condition
      - 2.4.4.3.1. Compliance with health codes for in-house dining, kitchen sanitation, and food storage.
      - 2.4.4.3.2. Compliance with health and safety regulations.
  - 2.4.5. Venue
    - 2.4.5.1. Structural condition
      - 2.4.5.1.1. Compliance with safety codes.
      - 2.4.5.1.2. With safety and emergency exits.
      - 2.4.5.1.3. Adequate width for crowd movement and accessibility.
      - 2.4.5.1.4. Efficient air conditioning and ventilation system.
      - 2.4.5.1.5. Walls and ceiling materials designed for minimal echo.
      - 2.4.5.1.6. New and modern facilities.
    - 2.4.5.2. Space Requirements.
      - 2.4.5.2.1. One (1) Plenary Conference Hall
        - 2.4.5.2.1.1. One (1) large ballroom or two (2) adjoining ballrooms that will be able to accommodate guests as well as other event related facilities such as stages,



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| <p>technical control booth, production equipment and the like.</p> <p>2.4.5.2.1.2. Time Schedule Requirement: Morning to Afternoon</p> <p>2.4.5.2.1.3. Maximum Capacity</p> <p>2.4.5.2.1.3.1. Classroom: 260 persons</p> <p>2.4.5.2.1.4. With built-in advanced visual display (LED) wall screen and provision of stage facilities.</p> <p>2.4.5.2.1.5. Extend use of Plenary Hall foyer for event registration.</p> <p>2.4.5.2.2. One (1) Exhibit Hall</p> <p>2.4.5.2.2.1. Adjoining ballroom to Plenary Conference Hall for exhibits.</p> <p>2.4.5.2.2.2. Time Schedule Requirement: Morning to Afternoon</p> <p>2.4.5.2.2.3. Room Arrangement: Customized</p> <p>2.4.5.2.2.4. Extend use of Exhibit Hall foyer for event registration.</p> <p>2.4.5.2.3. Meeting Rooms</p> <p>2.4.5.2.3.1. Meeting rooms preferably adjacent and on the same floor as the Plenary Hall and Exhibit Hall. If not on the same floor, accessible via elevator and/or stairs.</p> <p>2.4.5.2.3.2. Meeting Room 1: Holding Room / Ad hoc Meeting Room</p> <p>2.4.5.2.3.3. Time Schedule Requirement: Morning to Afternoon</p> <p>2.4.5.2.3.3.1. Boardroom: 20 persons</p> <p>2.4.5.2.3.4. Meeting Room 2: Secretariat</p> <p>2.4.5.2.3.5. Time Schedule Requirement: Morning to Evening</p> <p>2.4.5.2.3.6. Maximum Capacity</p> <p>2.4.5.2.3.6.1. Rounds: 30 persons</p> <p>2.4.5.2.3.6.2. Classroom: 24 persons</p> <p>2.4.5.2.3.6.3. Boardroom: 20 persons</p> <p>2.4.5.2.3.7. Room Arrangement: To be advised by DOST-ASTI</p> <p>2.4.5.2.3.8. Meeting Room 3: Production Room</p> <p>2.4.5.2.3.9. Time Schedule Requirement: Morning to Evening</p> <p>2.4.5.2.3.9.1. Maximum Capacity</p> <p>2.4.5.2.3.9.1.1. Rounds: 30 persons</p> <p>2.4.5.2.3.9.1.2. Classroom: 24 persons</p> <p>2.4.5.2.3.9.1.3. Boardroom: 20 persons</p> <p>2.4.5.2.3.10. Room Arrangement: To be advised by DOST-ASTI</p> <p>2.4.5.2.4. One (1) Plenary Hall for Service Awards Ceremony</p> <p>2.4.5.2.4.1. One (1) large ballroom or two (2) adjoining ballrooms that will be able to</p> |  |  |  |  |
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accommodate guests as well as other event related facilities such as stages, technical control booth, production equipment and the like.

2.4.5.2.4.2. Time Schedule Requirement: Evening

2.4.5.2.4.3. Maximum Capacity

2.4.5.2.4.3.1. Classroom: 260 persons

2.4.5.2.4.3.2. Rounds: 230 persons

2.4.5.2.4.4. Room Arrangement: To be advised by DOST-ASTI

2.4.5.2.4.5. With built-in advanced visual display (LED) wall screen and provision of stage facilities.

2.4.5.3. Room Accommodations.

2.4.5.3.1. Room Type and Quantity.

2.4.5.3.1.1. Provision for Double Sharing and/or Triple Sharing Rooms.

2.4.5.3.1.1.1. Quantity: Ten (10).

2.4.5.3.1.1.1.1. Check-In: DAY 1.

2.4.5.3.1.1.1.2. Check-Out: DAY 2.

2.4.5.3.1.1.2. Two (2) separate double beds.

2.4.5.3.1.1.3. Provision for One (1) roll-out bed for Triple Sharing.

2.4.5.3.1.1.4. Final room type and quantity shall be provided by DOST-ASTI at least seven (7) calendar days before the Service Schedule.

2.4.5.3.1.2. Single Bed Room

2.4.5.3.1.2.1. Quantity: One (1)

2.4.5.3.1.2.1.1. Check-In: DAY 1

2.4.5.3.1.2.1.2. Check-Out: DAY 2

2.4.5.3.1.2.2. One (1) queen size bed

2.4.5.4. Room Requirements and Inclusions

2.4.5.4.1. Room accommodations

2.4.5.4.2. Check-in: DAY 1, 2:00 PM

2.4.5.4.3. Check-out: DAY 2, 12:00 NN

2.4.5.4.4. Inclusive of breakfast for each room guest

2.4.5.4.5. Sanitized in compliance with COVID-19 safety health protocols.

2.4.5.4.6. Sanitation kit for each guest

2.4.5.4.7. Airconditioning

2.4.5.4.8. Private toilet and bath

2.4.5.4.9. Complimentary Internet connectivity via Wi-Fi

2.4.5.4.10. Flat screen TV

2.4.5.4.11. Complimentary water, coffee, and tea with coffee / tea making facilities.

2.4.5.4.12. Security deposit safe

2.4.5.4.13. Rooms must be well-maintained, free from leaks, stains, or unsightly markings on beds, bedding,



ceilings, and walls.

2.4.6. Facilities

2.4.6.1. Rooms must be carpeted and fully air-conditioned.

2.4.6.2. Rooms shall have tables and chairs, notepads, pencils, nuts, and/or confections.

2.4.6.3. Well maintained toilets with adequate water.

2.4.6.4. Well-lit ballrooms and meeting rooms with emergency lighting.

2.4.6.5. Elevators

2.4.6.5.1. Passenger elevator/s required if function rooms are not on the same floor as the ballrooms.

2.4.6.5.2. Freight elevators for hauling various equipment and materials.

2.4.6.6. Fire escapes

2.4.6.7. Fire equipment

2.4.6.7.1. Fire detection and alarm system

2.4.6.7.2. Fire suppression system

2.4.6.8. Internet and Telecommunications

2.4.6.8.1. One (1) event dedicated Internet bandwidth

2.4.6.8.1.1. Minimum 100 Mbps

2.4.6.8.2. Two (2) Public IP Addresses

2.4.6.8.2.1. Use of data ports at the venue

2.4.6.9. Room digital signages

2.4.6.10. Stage Set-up

2.4.6.10.1. Provision for stage platform

2.4.6.10.2. Podium or lectern

2.4.6.10.3. Philippine Flag

2.4.6.10.4. Extra tables and chairs outside the function hall for the registration

2.4.6.11. Audio Visual (A/V) Equipment (Backup for main A/V system)

2.4.6.11.1. Basic sound system

2.4.6.11.2. Provision for handheld and/ or lapel microphones

2.4.6.11.3. Mixer and sound system

2.4.6.11.4. Built-in LED Screen required, LCD Projector and Screen

2.4.6.12. Technical Support

2.4.6.12.1. Technical and IT support during planning and coordination.

2.4.6.12.2. Onsite technical and IT support during ingress and event proper.

2.4.7. Other Requirements

2.4.7.1. Event Manager

2.4.7.1.1. Venue Event Manager assigned to DOST-ASTI for planning and coordination.



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|  | <p>2.4.7.2. 5-piece band (minimum), preferably:</p> <p>2.4.7.2.1. Lead vocalist</p> <p>2.4.7.2.2. Guitarist</p> <p>2.4.7.2.3. Keyboardist</p> <p>2.4.7.2.4. Bassist</p> <p>2.4.7.2.5. Drummer</p> <p>2.4.7.2.5.1. Performance Duration:</p> <p>2.4.7.2.5.1.1. Minimum of 2 sets, 45 minutes per set</p> <p>2.4.7.2.5.1.2. With appropriate breaks in between sets</p> <p>2.4.7.2.5.2. Music Genre / Style:</p> <p>2.4.7.2.5.2.1. To be determined</p> <p>2.4.7.2.5.3. Inclusions:</p> <p>2.4.7.2.5.3.1. Band equipment (as applicable)</p> <p>2.4.7.2.5.3.1.1. Provision of own musical instruments and equipment.</p> <p>2.4.7.2.5.3.1.2. Guitar(s) amplifier(s)</p> <p>2.4.7.2.5.3.1.3. Bass amplifier(s)</p> <p>2.4.7.2.5.3.1.4. Keyboard amplifier(s)</p> <p>2.4.7.2.5.3.1.5. Keyboard stand</p> <p>2.4.7.2.5.3.1.6. Drum set and throne.</p> <p>2.4.7.2.5.3.1.7. Any other equipment that the band requires.</p> <p>2.4.7.2.5.3.1.8. Band will be provided with microphones and monitor speakers.</p> <p>2.4.7.2.5.3.2. Coordination with venue sound system.</p> <p>2.4.7.2.5.3.3. Coordination with event program for queueing and timing.</p> <p>2.4.7.2.5.3.4. Option for guest song requests (pre-coordinated).</p> <p>2.4.7.2.5.3.5. Professional attire suitable for formal dinner event.</p> <p>2.4.7.2.5.3.6. Set-up and soundcheck at least 2 hours before programs start.</p> <p>2.4.7.3. Welcome signages (electronic or printed), complimentary tabletop nameplates for VIPs and speakers</p> <p>2.4.7.3.1. Seating assignments for the plenary session for speakers and VIPs are to be confirmed before the event.</p> <p>2.4.7.3.2. Maintenance: Facility should be well maintained.</p> <p>2.4.7.3.3. Attractiveness</p> <p>2.4.7.3.3.1. Preferably contemporary design that aligns with the event's theme</p> <p>2.4.7.3.3.2. High ceilings for spacious feel</p> <p>2.4.7.3.3.3. Adjustable lightning for stage areas</p> <p>2.4.7.3.3.4. Elevated stage</p> <p>2.4.7.3.3.5. Well-maintained and visually appealing hallways</p> <p>2.4.7.3.4. Security</p> <p>2.4.7.3.4.1. Available CCTV surveillance</p> |  |  |  |
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- 2.4.7.3.4.2. On-site guards
- 2.4.7.3.4.3. Emergency exits and evacuation routes
- 2.4.7.4. On-call medical personnel in case of emergency
- 2.4.7.5. Other necessary assistance to the organizers and guests.

#### 2.4.8. Electricals

- 2.4.8.1. All electrical equipment, wiring, and installations comply with applicable national and local electrical codes and other relevant safety standards.
- 2.4.8.2. Ensure electricals can support required load capacity.
- 2.4.8.3. Allocate and designate a suitable area for installation and operation of two (2) mobile generators.

#### 2.4.9. Property utilization

- 2.4.9.1. Hotel venue for conventions, conferences, meetings and events.

#### 2.4.10. Real Estate

- 2.4.10.1. Lease of ballrooms, meeting rooms, and room accommodations

### 3. Documentary Requirements.

- 3.1. Documentary requirements shall be submitted upon request by DOST-ASTI:
  - 3.1.1. Sanitation permits (specific titles of the documents)
  - 3.1.2. Food safety and handling permit
  - 3.1.3. Health permit

### 4. Supplemental Agreements and/or Addendums

- 4.1. Any amendment, supplemental agreements and/or addendums relating to the lease contract or Purchase Order (PO) to achieve the purpose of the lease of venue shall be made integral to the original lease contract or PO.
- 4.2. Any amendment, supplemental agreements and/or addendums relating and made integral to the original lease contract, as well as to any subsequently issued renewal contract or extension contract, shall likewise attach and be made integral to future renewal contracts or extension contracts.

### 5. Cancellation and Postponement

- 5.1. The Supplier shall allow DOST-ASTI to reschedule the event or activity in case of emergencies or unforeseen incidents (Acts of God / Force Majeure). In such cases, DOST-ASTI will not incur any additional



charges for rescheduling.

5.2. 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. Delay or Failure in Service Delivery

6.1. 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.

7. Delivery

7.1. Turnover of leased space to DOST-ASTI per specified Lease Period.

8. Payment and Delivery Terms

8.1. Should there be any modification or amendment resulting in a decrease in the originally specified food related Service Quantity(ies) DOST-ASTI Shall be billed based on the final Service Quantity multiplied by the originally specified or computed Catering Services Cost Per Person (CSCPP).

8.2. Should there be any modification or amendment resulting in an increase in the originally specified Service Quantity DOST-ASTI shall not be billed, and shall not incur any additional payment over and above the Awarded Contract Price.



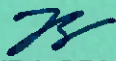
|                         |  |  |   |               |
|-------------------------|--|--|---|---------------|
|                         | <p>8.3. Should there be any modification or amendment in the originally specified room accommodations requirements DOST-ASTI shall be billed based on the final room occupancy.</p> <p>8.4. The winning bidder must have a provision for a Send Bill Arrangement where payment shall be made after the event's conclusion and upon receipt and approval of the DOST-ASTI of the final Billing Invoice from the Supplier.</p> <p>8.5. Provision for fifty percent (50%) downpayment, if necessary.</p> <p>8.6. Billing Statement must reflect breakdown of charges for the following:</p> <p>8.6.1. Ballrooms and meeting room charges.</p> <p>8.6.2. Meal charges.</p> <p>8.6.3. Room accommodation charges.</p> <p>8.7. Price must include taxes and other service charges.</p> <p>(Please see attached quotation.)</p> |  |   |               |
|                         |  |  | TOTAL:  | ₱2,431,600.00 |
| (Total Amount in Words) |  |  | Two Million Four Hundred Thirty One Thousand Six 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:

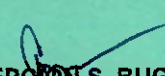
Very Truly Yours,

\_\_\_\_\_  
(Signature over Printed Name of Supplier)

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

Digitally  
signed by  
Jeffrey A.  
Aborot

\_\_\_\_\_  
(Date)

|   |                |                  |                       |
|---|----------------|------------------|-----------------------|
| Fund Cluster:   | 01             | ORS / BURS No.:  | 02101012025-07-000514 |
| Funds Available:  | ₱ 2,431,600.00 | ORS / BURS Date: | JUL 09, 2025          |
|   |                | Amount:          | ₱ 2,431,600.00        |
| <p><br/>GAY CONCEPCION S. BUGAGAO<br/>Accountant III</p> |                |                  |                       |





02 July 2025

**NOTICE TO PROCEED**  
ALTERNATIVE MODE OF PROCUREMENT

**Ms. ABBY LABASTIDA**  
Sales Executive  
**ARANETA HOTELS, INC.**  
101 Aguinaldo Ave., cor. Mc Arthur Ave.  
Araneta Center, Socorro 3  
Quezon City 1109

Dear Ms. Labastida,

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

|   |  |
|---|--|
| Contract Name   | : Provision of One (1) Lot Lease of Venue for<br>Advanced Science, Technology and Innovation<br>Convention (ASTICon) 2025 and DOST-ASTI<br>Service Awards Ceremony |
| Purchase Request No.  | : <u>GAA-25-05-21373</u>   |
| Purchase / Work Order No.   | : <u>25-07-136</u>   |
| Total Contract Price  | : <u>Php 2,431,600.00</u>  |
| (inclusive of taxes, import duties and all other charges or fees) |  |
| Total Contract Price in Words                                     | : <u>Two Million Four Hundred Thirty One Thousand<br/>Six Hundred Pesos</u>  |

Upon issuance of this Notice, your company, **ARANETA HOTELS, 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:

02 JUL 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  
Website: : www.asti.dost.gov.ph  
Email: : info@asti.dost.gov.ph

Tel No.: +632 8249-8500  
+632 8426-9755  
Fax No.: +632 8249-9764

ASTI - FM 03-10  
REV 5 / 05 June 2025