



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:	RED ROOT ARTISTS AND ARTISANS MULTI-PURPOSE COOPERATIVE	PO No.:	25-07-160
Address:	#62 Mapagkawangawa St., Teachers Village, Quezon City 1101	PO Date:	July 21, 2025
TIN:	267-822-966-000	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>ASTICON 2025 Exhibit Services</p> <p>1. Background / Objectives.</p> <p>1.1. Provision of exhibit services for the Advanced Science, Technology, and Innovation Convention (ASTICON) 2025.</p> <p>1.2. Specifications indicated herein are minimum requirements, unless otherwise stated.</p> <p>1.3. Offers of equivalent or better specifications are acceptable.</p> <p>2. Functional / Technical Specifications.</p> <p>2.1. Event Details.</p> <p>2.1.1. Event(s).</p> <p>2.1.1.1. ASTICON 2025.</p> <p>2.1.2. Service Area/Venue: Novotel Manila, Quezon City.</p> <p>2.1.3. Service Schedule:</p> <p>2.1.3.1. DAY 1: 04 August 2025 (Ingress).</p> <p>2.1.3.2. DAY 2: 05 August 2025 (Event Proper).</p> <p>2.1.3.3. Default duration of requirements unless otherwise specified.</p> <p>2.1.4. Ingress / Egress.</p> <p>2.1.4.1. Ingress.</p> <p>2.1.4.1.1. DAY 1, 12:00 NN.</p> <p>2.1.4.2. Egress.</p> <p>2.1.4.2.1. DAY 2, 6:00 PM.</p>	1	P703,000.00	P703,000.00

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

- 2.1.5. Event Hours.
 - 2.1.5.1. ASTICON 2025 Plenary: DAY 2, 08:00 AM - 05:00 PM.
 - 2.1.5.2. ASTICON 2025 Exhibit: DAY 2, 08:00 AM - 06:00 PM.
- 2.2. General.
 - 2.2.1. Professional exhibit services include, but not limited to, exhibit design, production, rentals, ingress and setup, dismantling and egress, and any other related items and activities.
 - 2.2.2. Event Floor Plan and Conceptual Designs.
 - 2.2.2.1. Event floor plan and conceptual designs attached for illustration purposes and as reference.
 - 2.2.2.2. Final floor plan and conceptual designs to be discussed and approved by DOST-ASTI.
- 2.3. Delivery, Installation, and Recovery.
 - 2.3.1. Exhibit materials picked up at DOST-ASTI designated locations.
 - 2.3.2. Exhibit installed by DAY 1, 8:00 PM at event venue.
 - 2.3.3. Items for modification, fabrication, refurbishment, and/or repair may be delivered directly to the event venue for ingress and setup.
 - 2.3.4. External Provider is responsible for recovering the exhibit from the venue during exhibit egress and must be delivered to DOST-ASTI not later than One (1) calendar days from egress date.
 - 2.3.5. External Provider is to exercise due care and employ applicable measures to prevent damage in handling and transport of the exhibit materials.
- 2.4. Transportation and Setup.
 - 2.4.1. Vehicle: Closed truck or van.
 - 2.4.2. Cargo.
 - 2.4.2.1. Various exhibit material and related items approximately 6 cbm - 10 cbm.
 - 2.4.2.2. External Provider may inspect item(s) to be transported.
 - 2.4.3. Inclusive of all fuel, parking fees, toll fees, and any other related transportation fees and charges.
 - 2.4.4. External Provider personnel shall assist DOST-ASTI staff in setup and breakdown of the exhibit during ingress and egress, respectively.
- 2.5. Personnel.

	<p>2.5.1. Supervisor.</p> <p>2.5.2. Driver(s).</p> <p>2.5.3. Exhibit Installation Personnel.</p> <p>2.5.3.1. At least 20 Exhibit Installation Personnel for ingress, setup, dismantling, egress.</p> <p>2.5.4. The quantity of personnel as per their specified role are required to be physically present, as applicable, during Contract execution.</p> <p>2.5.5. Quantities of personnel per role specified are minimum requirements.</p> <p>2.5.6. During Contract execution additional quantities of personnel per specified role or other additional personnel and role(s) not specified, may be deployed by the winning bidder/contractor, at no extra cost to DOST-ASTI, should the winning bidder/contractor evaluate the need for these additional personnel and/or role(s) to meet the procurement project objectives.</p> <p>2.6. Rentals.</p> <p>2.6.1. Exhibit Centerpiece.</p> <p>2.6.1.1. LED Cubes.</p> <p>2.6.1.1.1. LED Cube 0.5m H x 0.5m W x 0.5m L: 6 units.</p> <p>2.6.1.1.2. LED Cube 0.5m H x 1m W x 1m L: 3 units.</p> <p>2.6.1.1.3. LED Cube 0.5m H x 1.5m W x 1.5m L: 3 units.</p> <p>2.6.1.1.4. Inclusive of personnel and computer/laptop/device to operate LED Cubes display.</p> <p>2.6.1.1.5. Graphics and videos for LED Cubes display provided by DOST-ASTI.</p> <p>2.6.1.2. LED Cubes Platform.</p> <p>2.6.1.2.1. LED Cube Platform 0.615m H x 1.75m W x 1.75m L: 1 unit.</p> <p>2.6.1.2.2. LED Cube Platform 0.74m H x 1.75m W x 1.75m L: 1 unit.</p> <p>2.6.1.2.3. LED Cube Platform 0.865m H x 1.75m W x 1.75m L: 1 unit.</p> <p>2.6.1.2.4. Platforms covered by carpet (black or dark gray).</p> <p>2.6.1.3. Centerpiece Floor Lamps: 3 units.</p> <p>2.6.1.4. Includes electrical wiring and other accessories.</p> <p>2.6.2. 3D Built-Up Signage.</p> <p>2.6.2.1. Signages.</p> <p>2.6.2.1.1. ASTICON 2025: 2 units (Exhibit Centerpiece, Plenary Main Stage).</p>			
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	<p>2.6.5.4.2.1. 3m W x 2.44m H: 3 sets.</p> <p>2.6.6. System Panel Tarpaulin Signage.</p> <p>2.6.6.1. Production of full color tarpaulin print.</p> <p>2.6.6.2. Tarpaulin artwork provided by DOST-ASTI.</p> <p>2.6.6.3. Signage Lighting.</p> <p>2.6.6.3.1. Spotlight lighting per each meter width of signage.</p> <p>2.6.6.3.2. Inclusive of installation, electrical wiring and fixtures.</p> <p>2.6.6.4. Dimensions / Quantity.</p> <p>2.6.6.4.1. One (1) side tarpaulin print signage.</p> <p>2.6.6.4.2. 1m W x 2.44m H: 4 sets.</p> <p>2.6.7. Furniture and Fixtures.</p> <p>2.6.7.1. Round Meeting Table (3-4 person capacity): 2 units:</p> <p>2.6.7.2. Trash Bin: 20 units.</p> <p>2.6.7.3. Stanchions: 25 units.</p> <p>2.6.8. Electrical Outlets.</p> <p>2.6.8.1. 3-pin socket, 2-gang, inclusive of installation, wiring, and other related items.</p> <p>2.6.8.2. Inclusive of Circuit Breaker (20 Amp Single Phase) and Electrical Connection Fee, as applicable.</p> <p>2.6.8.3. Quantity.</p> <p>2.6.8.3.1. Exhibit: 18 sets.</p> <p>2.6.8.3.2. Lightbox: 1 set.</p> <p>2.6.8.3.3. Secretariat / Registration: 8 sets.</p> <p>2.6.8.3.4. Production Room: 8 sets.</p> <p>2.7. Lightbox Panel.</p> <p>2.7.1. Production and installation of replacement Lightbox panaflex color panel.</p> <p>2.7.2. Lightbox panel concept / design to be provided by DOST-ASTI.</p> <p>2.7.3. Dimensions / Quantity.</p> <p>2.7.3.1. 0.9m H x 1.8m W: 1 set.</p> <p>2.8. Layout Design and Artwork.</p> <p>2.8.1. Unless otherwise specified, inclusive of layout design and artwork for backdrops, signages, and panels, as applicable.</p> <p>2.8.2. Artwork files to be turned over to DOST-ASTI.</p> <p>2.9. Items to be provided by DOST-ASTI.</p> <p>2.9.1. Relevant materials such as logos, images, videos, text/copy, etc.</p>			
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2.10. Venue Accreditation.

2.10.1. It is the sole responsibility of the External Provider that they are accredited by the event venue, if such venue requires accreditation, at the time of submission of their proposal.

2.10.2. External Provider is to submit proof of accreditation, if so required by the venue, either with their bid or upon request by DOST-ASTI.

2.11. Other Requirements

2.11.1. External Provider will provide conceptual and schematic drawings and plans.

2.11.2. External Provider to attend coordination meetings as set by DOST-ASTI.

2.11.3. Ocular inspection is recommended. Please coordinate with event venue for site survey schedule.

2.11.4. External Provider to coordinate with event venue for all necessary permits and required documents.

2.11.5. External Provider is responsible for equipment safety, electrical safety, mechanical safety, and any related insurance requirements.

2.11.6. External Provider must follow venue health protocols and other related guidelines.

2.11.7. External Provider must comply with all venue rules and guidelines.

2.11.8. External Provider cost includes delivery and pick-up of equipment with crew to the venue.

2.11.9. External Provider personnel must be present to assist with the equipment during the duration of each day's event program.

2.11.10. External Provider must provide for ALL LODGING AND ACCOMMODATIONS OF ITS PERSONNEL during ingress, event program proper, and egress whenever applicable.

2.11.11. External Provider must provide for ALL MEALS, SNACKS, AND DRINKS OF ITS PERSONNEL during ingress, event program proper, and egress whenever applicable.

2.11.12. External Provider must comply with restrictions regarding food and drinks inside event venue.

2.11.13. In case certain items will not be required External Provider agrees to replace or substitute these with items of similar value.

3. Change Order or Amendment.

Any change order or amendment shall be made in writing, either electronically or non-electronically, subject to existing and applicable provisions.

4. Indemnification.

4.1. External Provider agrees to and shall indemnify, and keep indemnified, DOST-ASTI from all claims for any loss of, or damage to the property of, or personal injury to, third parties resulting from or incidental to the hauling and transportation of equipment, materials and other related items by the External Provider.

4.2. External Provider agrees that it shall be solely responsible for all conduct of its personnel in the Service Area/Venue origin and destination including but not limited to the movement, placing, and removal of equipment, materials and other related items to be hauled and/or transported.

4.3. Any loss or damage whatsoever to the equipment, materials and other related items entrusted by DOST-ASTI to the External Provider shall be for the sole account of the External Provider, which shall immediately, without need for demand, indemnify DOST-ASTI for the loss or damage within fifteen (15) calendar days.

4.4. Any damage whatsoever to the Service Area/Venue origin and destination property shall be borne by the External Provider, which shall immediately, without need for demand, indemnify the property owner, or its assignee, for the damage within fifteen (15) calendar days.

5. Delay or Failure in Service Delivery.

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.

6. Bid Submission and Documentary Requirements.

6.1. The following documents shall be submitted for bid evaluation purposes:

6.1.1. Properly accomplished bid posting document, i.e., Request for Quotation (RFQ), containing:

6.1.1.1. Bid price inclusive of VAT, taxes, delivery charges, and all other related fees.

6.1.1.2. Name, title, and signature of authorized representative.

6.1.1.3. Company name.

6.2. Submitted bid price over and above the Approved Budget for the Contract (ABC) shall be evaluated as non-responsive/failed bid.

6.3. Submission of any and all other documentary requirements required and as specified by current government rules and regulations for the applicable mode of procurement.

7. Inspection and Reports.

7.1. External Provider to designate and shall make available authorized personnel that shall liaise and coordinate with DOST-ASTI with respect to, but not limited to, on-site inspection of compliance to the specifications and requirements of deliverables.

7.2. External Provider to submit a terminal report, on or before Seven (7) calendar days after the conclusion of the event, on the provision of services for the conduct of the event(s) and related activities, said terminal report containing items such as, but not limited to:

7.2.1. Summary of deliverables and status.

7.2.2. Proof or evidence, such as, but not limited to, screenshots or photos, of submission of all delivered items.

7.3. External Provider to submit detailed breakdown of related and/or relevant costs upon request by DOST-ASTI.

8. Delivery and Payment.

8.1. Upon issuance of Notice to Proceed (NTP) delivery is as specified under:

8.1.1. Event Details.

8.1.2. Delivery, Installation, and Recovery.

8.1.3. Post-event deliverables, such as, but not limited to, delivery of reports, and

	<p>other deliverables.</p> <p>8.1.4. Should the delivery date deadline fall on a non-working day, such as a weekend, non-working holiday, or work suspension, then the delivery date deadline shall be adjusted to the following working day.</p> <p>8.2. Deductions.</p> <p>8.2.1. Deductions to final billing and payment as specified under, and/or related to, the following, if any and as applicable:</p> <p>8.2.1.1. Undelivered items as determined during inspection.</p> <p>8.3. Bid/contract price shall be inclusive of VAT, taxes, delivery charges, and all other related fees.</p> <p>8.4. Payment Terms: Prescribed government terms.</p> <p>(Please see attached quotation.)</p>			
			TOTAL:	₱703,000.00
(Total Amount in Words)			Seven Hundred Three Thousand 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.:	02101012025-07-000582
Funds Available:	Php 703,000.00	ORS / BURS Date:	JULY 21, 2025
		Amount:	₱ 703,000.00
<p>GAY CONCEPCION S. BUGAGAO</p> <p>Accountant III</p>			



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



21 July 2025

NOTICE TO PROCEED
ALTERNATIVE MODE OF PROCUREMENT

Mr. MARK CRISTHIAN VILLARIN
Project Manager
RED ROOT ARTISTS AND ARTISANS MULTI-PURPOSE COOPERATIVE
#62 Mapagkawangawa St.
Teachers Village
Quezon City 1101

Dear Mr. Villarin,

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

Contract Name	: Provision of One (1) Lot ASTICON 2025 Exhibit Services
Purchase Request No.	: GAA-25-07-21573
Purchase / Work Order No.	: 25-07-160
Total Contract Price	: Php 703,000.00
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: Seven Hundred Three Thousand Pesos

Upon issuance of this Notice, your company, **RED ROOT ARTISTS AND ARTISANS MULTI-PURPOSE COOPERATIVE** 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:

RECEIVED BY:

Signature over Printed Name

Date and Time

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