

ofS 2024-02-00042



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



**PURCHASE ORDER**

ASTI-FM 03-17  
REV 5 / 17 October 2025

Supplier:	GRAND SIERRA PINES BAGUIO, INC.	PO No.:	26-02-012
Address:	#43 North Outlook Drive, Gibraltar, Baguio City, Benguet 2600	PO Date:	February 04, 2026
TIN:	009-193-256-000	Mode of Procurement:	NP-35.9 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 for DOST-ASTI 2025 Year-end Performance Assessment and Planning for 2027-2029</p> <p>1. Overview 1.1. DOST-ASTI requires a venue, specifically function hall/conference room with other amenities/facilities, inclusive of meals and room accommodation for DOST-ASTI staff, for the DOST-ASTI 2025 Year-end Performance Assessment and Planning. 1.2. The Approved Budget for the Contract is inclusive of government taxes and service charges.</p> <p>2. Location and Schedule 2.1. Location: Baguio City 2.2. Tentative Schedule: 10 to 13 February 2026 2.2.1. Check in on 10 February 2026 and check out on 13 February 2026.</p> <p>3. Room Accommodation 3.1. Guaranteed Number of Guests: 3.1.1. Feb. 10, 2026: Thirty-Nine (39) guests 3.1.2. Feb. 11-13, 2026: Forty (40) guests 3.2. Room types and arrangement, as follows: 3.2.1. One (1) standard room for DOST-ASTI agency head/director; and 3.2.2. Standard twin/triple sharing rooms on the following dates: 3.2.2.1. Feb. 10, 2026: 19 female guests and 20 male guests 3.2.2.2. Feb. 11 to 13, 2026: 20 female guests and 20 male guests</p> <p>4. Function Rooms and Other Facilities 4.1. Function/Conference Room 4.1.1. Can accommodate at least forty (40)</p>	1	₱626,570.00	₱626,570.00

Postal Address : ASTI Bldg., U.P. Technology Park Complex, CP Garcia Ave., Diliman, Quezon City 1101  
Website : www.asti.dost.gov.ph  
Email : info@astl.dost.gov.ph

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

guests

4.1.2. Fully air-conditioned

4.1.3. Classroom-type arrangement of tables and chairs

4.1.4. With a stable and fast Wi-Fi connection

4.1.5. Provision of extension outlets for participants' laptops

4.1.6. With audio/video equipment such as one (1) projector with screen, three (3) microphones, etc.

4.1.7. With pads and pencils

4.2. Complimentary use of other facilities or amenities, i.e., parking, gym, among others.

5. Meals for thirty-nine guests on Feb. 10, 2026, and forty (40) guests on Feb. 11 to 13, 2026.

5.1. Meals to be served per day

5.1.1. Day 1: Lunch, PM snacks, Dinner

5.1.2. Day 2: Breakfast, Lunch, PM snacks, Dinner

5.1.3. Day 3: Breakfast, Lunch, PM snacks, Dinner

5.1.3. Day 4: Breakfast, Lunch, packed PM snacks with beverage

5.2. Menu

5.2.1. Menu for breakfast/lunch/dinner should include three (3) viands consisting of meat, seafood, and vegetable dishes, with dessert and choice of beverages (fruit juice/soda/lemon iced tea, etc.).

5.2.2. Separate meals for the following guests:

5.2.2.1. Two (2) pescatarian guests (fish and seafood diet) with rice, dessert, beverages

5.2.2.2. One (1) vegetarian with rice, dessert, beverages

5.2.2.3. One (1) pure vegetarian with rice, dessert, beverages, (no meat, no seafood and fish/shellfish, no onion, no garlic, no beef/chicken bouillon, no oyster sauce, no fish sauce, vegetable oil only)

5.2.3. Snack menu choices must be among but not limited to sandwiches, pasta/noodles, bread/pastries, and one (1) round of drink per snack time.

5.2.5. With free-flowing brewed coffee and tea, including mints and candies, during sessions.

5.2.6. Supplier must provide menu for selection and approval of DOST-ASTI within three (3) calendar days upon issuance of Notice to Proceed.

6. Payment

6.1. Price must be inclusive of all applicable government taxes and charges. Supplier must provide a breakdown of price quotation upon submission to the DOST-ASTI BAC Secretariat.

6.2. Supplier must have a provision for send bill arrangement wherein payment shall be

made after the conclusion of the event and upon receipt and approval of DOST-ASTI of the following documents from the service provider:

- 6.2.1. Final billing Invoice;
- 6.2.2. Event order acknowledged by end-user;
- 6.2.3. Summary of meals served (menu with number of persons served); and
- 6.2.4. Room accommodation list.
- 6.3. Bill/Statement of Account must reflect breakdown of charges for the following:
  - 6.3.1. Function room lease;
  - 6.3.2. Meals; and
  - 6.3.3. Room accommodation for guests.
- 6.4. Payment shall be based on the guaranteed number of guests, food consumed, and services availed by DOST-ASTI.

7. Other Conditions

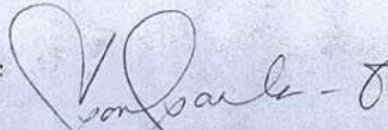
- 7.1. DOST-ASTI shall confirm the final number of guests and choice of menu at least seven (7) calendar days before the final event schedule.
- 7.2. For justifiable reasons, DOST-ASTI reserves the right to reschedule the date of the event and inform the venue management at least fourteen (14) calendar days before the conduct of the event.
- 7.3. DOST-ASTI contract and supplier's proposal are complementary in nature. In case of inconsistency between this Contract and the proposal, the terms of DOST-ASTI contract or purchase order shall prevail.

(Please see attached quotation.)

	<b>TOTAL:</b>	<b>₱626,570.00</b>
(Total Amount in Words)	Six Hundred Twenty-Six Thousand Five Hundred Seventy Pesos Only	

The contract price is inclusive of taxes and other fees or charges. In case of failure to satisfactorily deliver the goods under the contract within the specified delivery schedule, inclusive of duly granted time extensions, if any, a penalty of one-tenth (1/10) of one percent (1%) of the cost of the delayed goods scheduled for delivery for every day of delay until such goods are finally delivered and accepted by DOST-ASTI. In case the total sum of liquidated damages reaches ten percent (10%) of the total contract price, DOST-ASTI may rescind the contract and impose appropriate sanctions over and above the liquidated damages to be paid and in accordance with the provisions of the implementing rules and regulations of RA 12009.

Conforme:

  
Paula Olivar

(Signature over Printed Name of Supplier)

February 09, 2026


(Date)

Very Truly Yours,

  
FRANZ A. DE LEON, Ph.D.

Director, DOST-ASTI

Digitally signed by  
Franz A. De Leon  
About

Fund Cluster:	01	ORS / BURS No.:	021011012020-02-00042
Funds Available:	Php 620,570.00	ORS / BURS Date:	FEBRUARY 05, 2020
		Amount:	P 620,570.00
 <u>GAY CONCEPCION S. BUGAGAO</u> Accountant III			



04 February 2026

**NOTICE TO PROCEED**

**Ms. PAULA OLIVAR**  
 Head – Sales, Marketing and Events  
**GRAND SIERRA PINES BAGUIO, INC.**  
 43 North Outlook Drv.  
 Gibraltar, Baguio City  
 Benguet 2600

Dear Ms. Olivar:

The attached Contract having been approved; notice is hereby given to **Grand Sierra Pines Baguio, Inc.** that performance on the **Procurement of One (1) Lease of Venue for DOST-ASTI 2025 Year-end Performance Assessment and Planning for 2027-2029** in an amount of **Six Hundred Twenty-Six Thousand Five Hundred Seventy Pesos Only (P626,570.00)** shall commence effective on the date of issuance of this Notice.

Upon receipt of this notice, you are responsible for performing the service under the terms and conditions provided in **Purchase Order No. 26-02-012.**

Please acknowledge receipt of this notice by signing on the space provided below.

Respectfully,

  
**FRANZ A. DE LEON, Ph.D.**  
 Director

Digitally  
 signed by  
 Jeffrey A.  
 Abarot

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DATE OF ISSUANCE:

FEB 09 2026

RECEIVED BY:

  
 Paula Olivar

Signature over Printed Name

February 09, 2026

Date and Time