



ASTI – FM 03-17  
 REV 2 / 31 January 2020

**PURCHASE ORDER**

<b>Supplier:</b>	<b>THE ORCHARD HOTEL BAGUIO</b>	<b>PO No.:</b>	<b>23-07-112</b>
<b>Address:</b>	<b>49 Legarda, Baguio City 2600</b>	<b>PO Date:</b>	<b>July 3, 2023</b>
<b>TIN:</b>	<b>485-200-298-000</b>	<b>Mode of Procurement:</b>	<b>NP-53.10 Lease of Real Property</b>

Gentleman:

Please furnish this Office the following articles subject to the terms and conditions contained herein:

<b>Place of Delivery:</b>	<b>ASTI Bldg., C.P. Garcia Ave., U.P. Technology Park Complex, U.P. Campus, Diliman, Quezon City 1101</b>	<b>Delivery Term:</b>	<b>Per end-user's schedule</b>
<b>Date of Delivery:</b>		<b>Payment Term:</b>	<b>Government Terms</b>
		<b>Warranty Term:</b>	

Stock / Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	Lot	<p><b>Lease of Venue - Baguio City - Regional Stakeholders' Event</b></p> <p>1. BACKGROUND AND OBJECTIVES</p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders for the lease of venue, facilities including food and accommodation of organizers, for a Regional Stakeholders' Meeting.</p> <p>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</p> <p>2.1.1. Tentative Dates: July 12-14, 2023</p> <p>2.1.2. Place: Baguio City, location within main road of city center, accessible by common public transportation (e.g., jeepneys and buses).</p> <p>2.1.3. With a restaurant in the lobby/guests common area which can be used and accessed by the VIPs, CEOs' staff, drivers, to dine-in or serve as a waiting area.</p> <p>2.2. FUNCTION HALL/CONFERENCE ROOM/MEETING ROOM REQUIREMENTS DAY 1</p> <p>2.2.1. Function Hall/Conference Room</p> <p>2.2.1.1. Room must be fully air-conditioned</p> <p>2.2.1.2. Can accommodate at least seventy (70) persons in classroom type set-up</p> <p>2.2.1.3. With tables and chairs, classroom-type seating arrangement</p> <p>2.2.1.4. With tables and chairs for secretariat</p> <p>2.2.1.5. With adequate space outside the function hall/conference room for at least 8 standees and one (1) secretariat table, which can accommodate three (3) chairs</p> <p>2.2.1.6. With adequate power source and stable, fast, free Wi-Fi connection for both guests and organizers (in the lobby and main function room).</p> <p>2.2.1.7. With available equipment, as follows:</p> <p>2.2.1.7.1. Projector</p> <p>2.2.1.7.2 Projector screen</p> <p>2.2.1.7.3. Audio and video equipment</p>	1	₱183,600.00	₱183,600.00

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;  
 Fax No. : +632 8426-9764

- 2.2.1.7.4. Three microphones available
- 2.2.1.7.5. Extension wires for charging of laptops of organizers and attendees
- 2.2.1.7.6. The function room can be sub-divided in the afternoon through a physical barrier or several tables for consultation sessions and business meetings
- 2.2.1.7.7. A stage set-up for ceremonial signing with at least six (6) chairs and provision of six (6) acrylic name plate.

#### DAY 2

#### 2.2.2. Meeting/Conference Room

- 2.2.2.1. Room must be fully air-conditioned
- 2.2.2.2. Can accommodate at least thirty (30) persons
- 2.2.2.3. With tables and chairs, U-shaped set-up for private consultation meetings
- 2.2.2.4. With space outside the function hall/conference room for standees and secretariat table, which can accommodate one table and three (3) chairs
- 2.2.2.5. With adequate power source and stable Wi-Fi connection
- 2.2.2.6. With available equipment, as follows:
  - 2.2.2.6.1. Projector
  - 2.2.2.6.2 Projector screen
  - 2.2.2.6.3. Audio and video equipment
  - 2.2.2.6.4. Two (2) microphones
  - 2.2.2.6.5. Extension wires for charging of laptops of organizers and attendees

#### 2.2.3. Other Requirements

- 2.2.3.1. Function Hall/Conference Room/Meeting Room should have complimentary use of other facilities such as parking, holding room/waiting room for arriving VIPs on Day 1 July 13, 2023 (8:00 AM – 5:00 PM) and Day 2 July 14, 2023 (8:00 AM – 12:00 NN).
- 2.2.3.2. Assistance in putting up backdrop banner on the stage of the conference room.
- 2.2.3.3. The meeting/conference package shall include event welcome signage in the venue (electronic or printed), complimentary tabletop name plates for VIPs, special guests, and speakers, pen/pencils and paper for note taking purposes of guests and secretariat, staff conference IDs for organizers (if available), and other necessary services such as assistance to guests and organizers, doctor on call and transportation in case of emergency.

#### 2.3. FOOD AND DRINKS

##### DAY 1

- 2.3.1. Meals composed of AM, lunch, and PM snacks will be served for seventy (70) persons. Details are as follows:
  - 2.3.1.1. AM Snacks (plated), menu are as follows:
    - 2.3.1.1.1. One (1) pasta based, soup, or any heavy snack
    - 2.3.1.1.2. Bread/equivalent partner snack on the side (e.g. puto, toasts, cookie, e.g.)
    - 2.3.1.1.3. Fruit Juice/Soda/Iced tea in a sealed bottle or served to the guests' table in a drinking glass
  - 2.3.1.2. Luncheon (managed buffet), menu are as follows:
    - 2.3.1.2.1. One (1) meat dish (choices of chicken, beef, and pork)
    - 2.3.1.2.2. One (1) seafood dish
    - 2.3.1.2.3. One (1) vegetable dish
    - 2.3.1.2.4. One (1) dessert



2.3.1.2.5. Fruit Juice/Soda/Iced tea in a sealed bottle or served to the guests' table in a drinking glass

2.3.1.3. PM snacks (plated), menu are as follows:

2.3.1.3.1. One (1) pasta based, soup, or any heavy snack

2.3.1.3.2. Bread/equivalent partner snack on the side (e.g. puto, toast, biscuit, cookie e.g.)

2.3.1.3.3. Fruit Juice/Soda/Iced Tea in a sealed bottle or served to the guests' table in a drinking glass

DAY 2

2.3.2 Meals composed of AM, lunch, and PM snacks will be served for thirty (30) persons. Details are as follows:

2.3.2.1. AM snacks (plated), menu are as follows:

2.3.2.1.1. One (1) pasta

2.3.2.1.2. Bread

2.3.2.1.3. Fruit Juice/Soda/Iced Tea in a sealed bottle or served to the guests' table in a drinking glass

2.3.2.2. Luncheon (managed buffet), menu are as follows:

2.3.2.2.1. One (1) meat dish (choices of chicken, beef, and pork)

2.3.2.2.2. One (1) seafood dish

2.3.2.2.3. One (1) vegetable dish

2.3.2.2.4. One (1) dessert

2.3.2.2.5. Fruit Juice/Soda/Iced Tea in a sealed bottle or served to the guests' table in a drinking glass

2.3.2.3. PM snacks (plated), menu are as follows:

2.3.2.3.1. One (1) pasta based, soup, or any heavy snack

2.3.2.3.2. Bread/equivalent partner snack on the side (e.g. puto, toasts, cookie,e.g.)

2.3.2.3.3. Fruit Juice/Soda/Iced Tea in a sealed bottle or served to the guests' table in a drinking glass

2.3.3. Other Requirements

2.3.3.1. With flowing coffee and tea during all the meeting sessions

2.3.3.2. Complimentary standby mineral water hot/cold dispenser inside the conference/meeting; room during all the meeting sessions

2.3.3.3. Menu list shall be approved by end-user

2.3.3.4. With vegetarian options to be ordered a week before the event.

2.3.3.5. With five percent (5%) buffer on meals

2.3.3.6. 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 ACCOMMODATION FOR ORGANIZERS AND SPEAKERS

2.4.1. Modest room accommodation with breakfast available within the facility

2.4.1.1. One (1) room for the agency head/director

2.4.1.2. Standard twin/triple sharing rooms for nineteen (19) guests

2.4.1.3. Air-conditioned, quiet, sanitized based on pandemic protocols, safe, and with sanitation kit per guest

2.4.1.4. Good and maintained facility standard (sanitation permit), i.e., no leaks and unsightly markings in beds/bedding/ceilings, etc.

2.4.1.5. With free and stable Wi-Fi in rooms

2.4.1.6. With own restroom (with adequate hot and cold water) per room

	<p><b>3. DELIVERY AND PAYMENT TERMS</b></p> <p>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.</p> <p>3.2. Bill/Statement of Account to be provided to DOST-ASTI on or before 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 /conference meeting package</p> <p>3.2.3. Room Accommodation for Organizers and Speakers</p> <p>3.3. Payment shall be based on the actual number of persons.</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 IRR of RA No. 9184.</p> <p>(Please see attached quotation.)</p>			
				<b>TOTAL: P183,600.00</b>
<b>(Total Amount in Words)</b>		<b>One Hundred Eighty Three Thousand Six Hundred Pesos Only</b>		

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 Franz  
Benjamin R.  
De Leon

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

<b>Fund Cluster:</b>	01	ORS / BURS No.:	011011612023-07-000492
<b>Funds Available:</b>	PHP 183,600.00	ORS / BURS Date:	July 03, 2023
		Amount:	P 183,600.00
<p> <b>GAY CONCEPCION S. BUGAGAO</b> Accountant III</p>			





03 July 2023

**NOTICE TO PROCEED**  
ALTERNATIVE MODE OF PROCUREMENT

**Ms. JENNY LYN ALVAREZ**  
Front Office Supervisor  
**THE ORCHARD HOTEL BAGUIO**  
49 Legarda, Baguio City 2600

Dear Ms. Alvarez,

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

Contract Name	: <u>Supply and Delivery of One (1) Lot Lease of Venue - Baguio City - Regional Stakeholders' Event</u>
Purchase Request No.	: <u>GAA-23-05-16654</u>
Purchase / Work Order No.	: <u>23-07-112</u>
Total Contract Price	: <u>Php 183,600.00</u>
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: <u>One Hundred Eighty Three Thousand Six Hundred Pesos</u>

Upon issuance of this Notice, your company, **THE ORCHARD HOTEL BAGUIO** 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:

JULY 10, 2023

RECEIVED BY:

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Date and Time

Postal Address : ASTI Bldg., U.P. Technology Park Complex,  
CP Garcia Ave., Diliman, Quezon City 1101

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