



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

**PURCHASE ORDER**

<b>Supplier:</b> ARANETA HOTELS, INC.	<b>PO No.:</b> 23-06-100-A
<b>Address:</b> 101 Aguinaldo Ave., cor. Mc Arthur Ave., Araneta Center, Socorro 3, Quezon City 1109	<b>PO Date:</b> June 14, 2023
<b>TIN:</b> 006-875-885-001	<b>Mode of Procurement:</b> NP-53.10 Lease of Real Property

Gentleman:

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

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

Stock / Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	Lot	<p><b>Lease rental with catering Services for the conduct of OpenRAN event</b></p> <p>1.General Statement / Background / Objectives 1.1.The DOST–ASTI, referred to as the “Institute”, is seeking qualified and competent external provider for the lease of venue including catering services for the AORA First Anniversary: The Future of Connectivity with Open RAN and Open Networks. 1.2.The Approved Budget for the Contract indicated herein is inclusive of all applicable government taxes and service charges.</p> <p>2.Specifications 2.1.Place and Dates of Event 2.1.1.Dates: 29 to 30 June 2023 or 03 to 04 July 2023 (May subject to change) 2.1.1.1.Dates shall be confirmed by the end-user unit at least fifteen (15) calendar days prior to the final event schedule 2.1.2.Place: Metro Manila only 2.2.Function Hall/Conference Room/Meeting Room Requirements 2.2.1.Function Hall/Conference Room 2.2.1.1.Room must be fully air-conditioned 2.2.1.2.Can accommodate one hundred fifty (150) to two hundred (200) persons 2.2.1.3.With tables and chairs, seating arrangement as reflected in the attachment 2.2.1.4.With space outside the function hall/conference room for standees and secretariat table, which can accommodate two (2) tables and six (6) chairs 2.2.1.5.With adequate power source 2.2.1.6.With available equipment and platforms, as follows: 2.2.1.6.1.Projector 2.2.1.6.2.Projector screen 2.2.1.6.3.Audio and video equipment 2.2.1.6.4.At least two (2) microphones 2.2.1.6.5.Extension wires for charging of laptops of organizers and attendees</p>	1	P1,105,000.00	P1,105,000.00

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;  
Fax No. : +632 8426-9764

2.2.1.6.6.Podium  
2.2.1.6.7.Whiteboard or flipchart with markers  
2.2.1.6.8.A dedicated internet connectivity up to 100 Mbps during the duration of the event  
2.2.1.7.Across the Conference room is an exhibit area  
2.2.1.7.1.Can accommodate 200 pax  
2.2.1.7.2.With tables and chairs, floor plan is based on the attached arrangement.  
2.2.2.Breakout Sessions - Room  
2.2.2.1.Number of Rooms: Three (3)  
2.2.2.1.1.Two (2) rooms (Guaranteed)  
2.2.2.1.2.One (1) room (For end-user's confirmation)  
2.2.2.2.Room must be fully air-conditioned  
2.2.2.3.Can accommodate up to thirty (30) pax  
2.2.2.4.Will serve as a room for the breakout sessions for the participants (whole day)  
2.2.2.5.With tables and chairs, seating arrangement as reflected in the attachment  
2.2.2.6.With adequate power source  
2.2.2.7.With available equipment and platforms, as follows:  
2.2.2.7.1.Projector  
2.2.2.7.2.Projector screen  
2.2.2.7.3.Audio and video equipment  
2.2.2.7.4.Extension wires for charging of laptops of organizers and attendees  
2.2.2.7.5.Podium  
2.2.2.7.6.Whiteboard or flipchart with markers  
2.3.Other Requirements  
2.3.1.Function Hall/Conference Room/Meeting Room  
2.3.1.1.Function Hall/Conference Room/Meeting Room should have complimentary use of other facilities such as parking, holding room/waiting room for arriving VIPs.  
2.3.1.2.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 (if available), pen/pencils and paper for note taking purposes of guests and secretariat, and other necessary services such as assistance to guests and organizers, doctor on call and transportation services.  
2.3.2.Meal Requirements  
2.3.2.1.Guaranteed pax of two hundred (200) with ten percent (10%) buffer  
2.3.2.2.Meals should be served during AM snacks, lunch, and PM snacks  
2.3.2.2.1.AM snacks and PM snacks  
2.3.2.2.1.1.Must be plated.  
2.3.2.2.1.2.Heavy snacks with drinks  
2.3.2.2.2.Lunch  
2.3.2.2.2.1.Served with assisted service buffet setup.  
2.3.2.2.2.2.Preferred menu for lunch should include the following:  
2.3.2.2.2.2.1.Choice of Soup  
2.3.2.2.2.2.2.Choice of Salad or Pasta (for confirmation of end-user)  
2.3.2.2.2.2.3.Two (2) sets of viands (chicken, beef or fish) with vegetable dish  
2.3.2.2.2.2.4.White rice  
2.3.2.2.2.2.5.With fruits or desserts  
2.3.2.2.2.2.6.Fruit Juice/Soda/Iced tea (1 round) or served to the guests' table  
2.3.2.3.Other Requirements  
2.3.2.3.1.With overflowing coffee or tea during all



	<p>the meeting sessions</p> <p>2.3.2.3.2. Complimentary standby mineral water dispenser (hot and cold) inside the conference/meeting rooms or equivalent during all the meeting sessions</p> <p>2.3.2.3.3. Menu list shall be approved by end-user</p> <p>2.4. Room Accommodation for Organizers / Secretariat</p> <p>2.4.1. Modest room accommodation</p> <p>2.4.2. Maximum of five (5) rooms, with a minimum of three (3) single beds each room, good for three (3) nights</p> <p>2.4.3. Air-conditioned, quiet, sanitized based on safety and health protocols for COVID-19 and with provision of sanitation kit per guest</p> <p>2.4.4. Good standard, i.e., no leaks and unsightly markings in beds/beddings/ceilings, etc.</p> <p>2.4.5. With free and stable Wi-Fi</p> <p>2.4.6. With own restroom per room</p> <p>3. Payment and Delivery Terms</p> <p>3.1. The winning bidder must have a provision for a Send Bill Arrangement wherein payment shall be made after the conclusion of the event and upon receipt and approval of the Institute of the final Billing Invoice from the winning bidder / service provider.</p> <p>3.2. Bill/Statement of Account must reflect breakdown of charges for the following:</p> <p>3.2.1. Function Hall/Conference Room/Meeting Room and Small Rooms Lease</p> <p>3.2.2. Meals</p> <p>3.2.3. Room Accommodation for Organizers / Secretariat</p> <p>3.2.4. Payment shall be based on the actual number of persons</p> <p>3.3. Price must include taxes and other service charges</p> <p>3.4. In the event of force majeure, DOST-ASTI has the right to terminate the contract when, that occurs due to force majeure, the supplier is unable to deliver or perform any or all the Goods and Services pursuant to the 2016 IRR of RA No. 9184.</p> <p>(Please see attached quotation.)</p>		
		<b>TOTAL:</b>	<b>₱ 1,105,000.00</b>
<b>(Total Amount in Words)</b>	<b>One Million One Hundred Five Thousand 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.  Digitaly signed  
By: Franz A. De Leon  
Benjamin R. Lora

\_\_\_\_\_  
Director, DOST-ASTI

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

Fund Cluster:	<u>01</u>	ORS / BURS No.:	<u>011011012023-07-000525</u>
		ORS / BURS Date:	<u>July 17, 2023</u>
Funds Available:	<u>PHP 1,105,000.00</u>	Amount:	<u>₱ 1,105,000.00</u>
 <u>GAY CONCEPCION S. BUGAGAO</u> Accountant III			



14 June 2023

**NOTICE TO PROCEED**  
ALTERNATIVE MODE OF PROCUREMENT

**Ms. LEI CACANINDIN**  
Sales Manager  
**ARANETA HOTELS, INC.**  
101 Aguinaldo Ave., cor. Mc Arthur Ave.  
Araneta Center, Socorro 3, Quezon City 1109

Dear Ms. Cacanindin,

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

Contract Name	: <b>Supply and Delivery of One (1) Lot Lease Rental with Catering Services for the Conduct of OpenRAN Event</b>
Purchase Request No.	: <b>INNOVATE-23-05-16797</b>
Purchase / Work Order No.	: <b>23-06-100-A</b>
Total Contract Price	: <b>Php 1,105,000.00</b>
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: <b>One Million One Hundred Five Thousand Pesos</b>

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

Digital Signature  
Signed By: Franz A. De Leon  
Date: 6/14/2023

DATE OF ISSUANCE:

JUNE 19, 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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