



Republic of the Philippines
Department of Science and Technology
ADVANCED SCIENCE AND TECHNOLOGY INSTITUTE



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

PURCHASE ORDER

Supplier:	The Orchard Hotel Baguio	PO No.:	23-01-015
Address:	49 Legarda, Baguio City 2600	PO Date:	January 20, 2023
TIN:	485-200-298-000	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:	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 THE DOST-ASTI STRATEGIC PLANNING WORKSHOP 2023</p> <p>1. Overview 1.1. The Advanced Science and Technology Institute (ASTI) requires a venue, specifically function hall/conference room with other amenities/facilities, inclusive of meals and room accommodation for ASTI staff, for its 2023 Strategic Planning. 1.2. The Approved Budget for the Contract is inclusive of government taxes and service charges. 1.3. The technical requirements indicated herein are minimum requirements, unless otherwise specified.</p> <p>2. Location and Schedule 2.1. Location: Baguio 2.2. Tentative Schedule: 25-27 January 2023 2.2.1. Check in on 25 January 2023, check out on 27 January 2023 (Tentative) 2.2.2. ASTI reserves the right to revise the schedule, if necessary, and inform the venue at least 10 days prior to the conduct of the event.</p> <p>3. Room Accommodation 3.1. Number of Persons: Thirty-two (32) 3.2. Room Types and Arrangement, as follows: 3.2.1. One (1) standard single room for the agency head/director 3.2.2. Standard twin/triple sharing rooms for thirty-one (31) guests</p>	1	P244,880.00	P244,880.00

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

4.Function Rooms and Other Facilities
4.1.Function/Conference Room
4.1.1. Can house thirty-two (32) guests
4.1.2. Fully airconditioned
4.1.3. Classroom type arrangement of tables and chairs
4.1.4. With stable and fast Wi-Fi connection
4.1.5. Provision of extension outlets for participants' laptops
4.1.6. With audio/video equipment at no cost to ASTI such as LCD projector/LED screen, three (3) microphones, among others
4.1.7. With pads and pencils
4.2. Complimentary use of other facilities or amenities, i.e., parking, gym, etc.

5.Meals for thirty-two (32) Guests
5.1.Meals per Day
5.1.1. Day 1: AM snacks, lunch, PM snacks, dinner
5.1.2. Day 2: Breakfast, AM snacks, lunch, PM snacks, dinner
5.1.3. Day 3: Breakfast, AM snacks, lunch, individually packed PM snacks
5.2.Menu
5.2.1. Menu for breakfast/lunch/dinner should include three (3) viands consisting of meat dish, seafood dish and vegetable dish, with dessert and choice of beverages (fruit juice/soda/lemon iced tea)
5.2.2. Meals for one (1) pure vegetarian guest (no meat, no seafood and fish/shellfish, no onion, no garlic, no beef/chicken bouillon, no oyster sauce, no fish sauce, no animal fat oil)
5.2.3. With free-flowing brewed coffee and tea including mints and candies during sessions.
5.2.4. Supplier must provide menu list with separate dish menu for vegetarian.
5.2.5 All meals for selection and approval of ASTI.

6.Pricing and Payment
6.1.Price quotation must be inclusive of applicable government taxes and charges. Supplier must provide breakdown of its price quotation upon submission to the ASTI BAC Secretariat.
6.2.A single advance payment not to exceed 50% of the total amount of the contract price may be allowed subject to the compliance of end-user and supplier procurement requirements.
6.3.Full payment shall be processed upon submission of complete documents from end-user and supplier.
6.4.Payment shall be through LDDAP.

(Please see attached quotation.)

TOTAL: P244,880.00


(Total Amount in Words)

Two Hundred Forty Four Thousand Eight Hundred Eighty 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,


FRANZ A. DE LEON, Ph.D.

Director, DOST-ASTI

(Signature over Printed Name of Supplier)

(Date)

Fund Cluster:	<u>01</u>	ORS / BURS No.:	<u>011011012023-01-000042</u>
		ORS / BURS Date:	<u>JANUARY 20, 2023</u>
Funds Available:	<u>PHP 244,880.00</u>	Amount:	<u>₱ 244,880.00</u>
<p> GAY CONCEPCION S. BUGAGAO Accountant III</p>			



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20 January 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	: Lease of Venue for the DOST-ASTI Strategic Planning Workshop 2023
Purchase Request No.	: GAA-23-01-15925
Purchase / Work Order No.	: 23-01-015
Total Contract Price	: Php 244,880.00
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: Two Hundred Forty Four Thousand Eight Hundred Eighty Pesos

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

digitally signed by Franz A. De Leon

DATE OF ISSUANCE:

January 23, 2023

RECEIVED BY:

Signature over Printed Name

Date and Time

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