



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



**PURCHASE ORDER**

ASTI – FM 03-17  
 REV 3 / 10 October 2023

<b>Supplier:</b>	<b>FIELD AND OUTDOOR EXPLORE TRAVEL SERVICES</b>	<b>PO No.:</b>	<b>24-09-197</b>
<b>Address:</b>	<b>Augusto Comm'l Plaza, Blk. 3 Ph. 3A Pacita Ave. San Vicente, San Pedro, Laguna, 4023</b>	<b>PO Date:</b>	<b>September 06, 2024</b>
<b>TIN:</b>	<b>214-648-855-000</b>	<b>Mode of Procurement:</b>	<b>NP-53.9 Small Value Procurement</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>Provided for under description</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>Rent - Motor Vehicle</b></p> <p>1. Overview</p> <p>1.1. DOST-ASTI requires vehicle rental services, which can accommodate twenty (20) passengers, for its Regional Stakeholders' Event.</p> <p>1.2. The Approved Budget for the Contract is inclusive of government taxes and service charges.</p> <p>2. Vehicle</p> <p>2.1. Type of Vehicle: Airconditioned vehicle</p> <p>2.1.1. Capacity: Twenty (20) passengers</p> <p>2.1.2. Fully airconditioned</p> <p>2.1.3. Vehicle preferably not more than five (5) years old</p> <p>2.1.4. Vehicle must be well-maintained, safe, and in good running condition</p> <p>3. Trip Schedule and Destination</p> <p>3.1. The tentative schedule is on 10 and 12 September 2024. DOST-ASTI shall inform the supplier of the final schedule at least five (5) calendar days prior to the trip.</p> <p>3.1.1. 10 September 2024</p> <p>3.1.1.1. Pick-up Time: 9:00 AM</p> <p>3.1.1.2. Pick-up Point: DOST-ASTI Bldg., UP Technology Park Complex, CP Garcia Ave., UP Campus, Diliman, Quezon City</p> <p>3.1.1.3. Destination: Pampanga</p> <p>3.1.2. 12 September 2024</p> <p>3.1.2.1. Pick-up Time: 3:00 PM</p> <p>3.1.3.2. Pick-up Point: Pampanga</p> <p>3.1.3.3. Destination: DOST-ASTI Bldg., UP Technology Park Complex, CP Garcia Ave., UP Campus, Diliman, Quezon City</p> <p>3.1.3. Bus Route</p> <p>3.1.3.1. Bus should traverse designated safe, shortest and fastest route (i.e., via SCTEX, TPLEX, expressways, use of RFIDs, etc.)</p> <p>3.1.4. The schedules of the trips are executory upon the perfection of the contract and issuance of the</p>	1	₱41,000.00	₱41,000.00



	<p>Notice to Proceed (NTP) unless otherwise re-scheduled or canceled by the end-user for any justifiable causes.</p> <p>3.1.5. If delays or rescheduling are likely to be incurred, the end-user unit shall notify the DOST-ASTI Procurement Management Section (PMS) within three (3) days before the schedule. Within the same three (3)-day period, the end-user shall justify the delay or rescheduling to the Head of the Procuring Entity in writing stating its cause/s and the new trip schedule. After which, the DOST-ASTI PMS shall issue a letter/notice to the service provider.</p> <p>4. Other Conditions</p> <p>4.1. Service is inclusive of fuel, toll fees, parking fees, driver's fee, driver's meals, passenger insurance, among others.</p> <p>4.2. Bus driver and its conductor must be in good health, fully vaccinated against COVID-19 and observe proper health and safety protocols.</p> <p>4.3. Vehicle must be disinfected properly prior to occupancy.</p> <p>4.4. Supplier must have a backup unit in case of emergency, i.e., engine breakdown, etc.</p> <p>5. Pricing and Payment</p> <p>5.1. Price must be inclusive of applicable government taxes and charges.</p> <p>5.2. Payment shall be processed upon submission of complete documents from end-user and supplier.</p> <p>5.3. Payment shall be through LDDAP or bank transfer.</p> <p><i>(Please see attached quotation.)</i></p>		
		<b>TOTAL:</b>	<b>₱41,000.00</b>
<b>(Total Amount in Words)</b>		<b>Forty One 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.

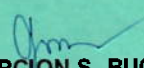
Conforme:

Very Truly Yours,

\_\_\_\_\_  
(Signature over Printed Name of Supplier)

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

  
**FRANZ A. DE LEON, Ph.D.** Digitally signed by Franz A. De Leon  
 Director, DOST-ASTI

<b>Fund Cluster:</b>	01	ORS / BURS No.: 02101102024-09-000720
<b>Funds Available:</b>	Php 41,000.00	ORS / BURS Date: SEPTEMBER 06, 2024
		Amount: ₱ 41,000.00
 <b>GAY CONCEPCION S. BUGAGAO</b> Accountant III		



06 September 2024

**NOTICE TO PROCEED**  
**ALTERNATIVE MODE OF PROCUREMENT**

**Ms. MARIA ROWENA A. FUCANAN**  
 General Manager  
**FIELD AND OUTDOOR EXPLORE TRAVEL SERVICES**  
 Augusto Comm'l Plaza  
 Blk. 3 Ph. 3A Pacita Ave. San Vicente  
 San Pedro, Laguna, 4023

Dear Ms. Fucanan,

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

Contract Name	: <b>Supply and Delivery of One (1) Lot Rent - Motor Vehicle</b>
Purchase Request No.	: <b>GAA-24-08-19818</b>
Purchase / Work Order No.	: <b>24-09-197</b>
Total Contract Price	: <b>Php 41,000.00</b>
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: <b>Forty One Thousand Pesos</b>

Upon issuance of this Notice, your company, **FIELD AND OUTDOOR EXPLORE TRAVEL SERVICES** 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.** *B. De Leon*  
 Director Digitally signed by Franz A. De Leon

DATE OF ISSUANCE:

RECEIVED BY:

\_\_\_\_\_

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

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