



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:	TRAVEL UNIVERSE SERVICES AND CAFE INC.	PO No.:	ALAM-23-03-001
Address:	The Fort Strip Third Floor, 28th St. cor 7th Ave., Bonifacio Global City, Taguig City 1634	PO Date:	March 2, 2023
TIN:	008-273-635-000	Mode of Procurement:	NP-53.9 Small Value Procurement

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:	Provided for in the description
Date of Delivery:		Payment Term:	Government Terms
		Warranty Term:	

Stock / Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	Lot	<p>Airline tickets for the participants of the 1st Artificial Intelligence (AI) Research & Development (R&D) Conference and Workshop</p> <p>1. GENERAL OVERVIEW 1.1 The Advance Science and Technology Institute (ASTI) is seeking for a qualified and competent TRAVEL AGENCY or SERVICE PROVIDER for the Supply and Delivery of Sixty (60) Airline Tickets, for participants of the First AI R&D Conference and Workshop. Said event will be held on 14-15 March 2023 in Davao City.</p> <p>2. SPECIFICATIONS / REQUIREMENTS 2.1 ROUNDTRIP AIRLINE TICKETS 2.1.1 FOREIGN GUESTS / RESOURCE SPEAKERS 2.1.1.1 Two (2) foreign guests from: 2.1.1.1.1 One (1) roundtrip airline ticket from Japan to Philippines, specifically Japan - Davao - Japan 2.1.1.1.2 One (1) roundtrip airline ticket from Taiwan to Philippines, specifically Taiwan - Davao - Taiwan 2.1.1.2 Flight must be the most direct and have minimal hours of layover. 2.1.1.3 The end-user shall inform the travel agency/service provider of the flight details of the foreign guests at least fifteen (15) calendar days prior to the final travel periods, as specified in Clause 3.1. under Payment and Delivery Terms. 2.1.2 LOCAL GUESTS 2.1.2.1 Fifty-eight (58) local guests from: 2.1.2.1.1 Manila 2.1.2.1.2 Other provinces in the Philippines</p>	1	₱825,429.00	₱825,429.00

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

2.1.2.2 The end-user shall inform the travel agency/service provider of the flight details of the local guests at least fifteen (15) calendar days prior to the final travel periods, as specified in Clause 3.1. under Payment and Delivery Terms.

2.1.3 BAGGAGE ALLOWANCE

2.1.3.1 Standard or minimum baggage allowance of airline

2.1.4 INCLUSIONS

2.1.4.1 Airport terminal fees (if applicable)

2.1.4.2 Philippine travel tax (if applicable)

2.1.4.3 Other government taxes and services fees

2.1.5 EXCLUSIONS

2.1.5.1 Pre-seat assignment (if with a fee)

2.1.5.2 Meal/s

2.1.5.3 Additional baggage allowance

2.1.6 OTHER TERMS

2.1.6.1 Ticket is rebookable, re-routable, and refundable without additional cost to ASTI

2.1.6.2 Foreign exchange rate/s (for foreign guests)

2.1.6.2.1 Fare cost must be converted to Philippine Peso and should be based on the date of booking

3. PAYMENT AND DELIVERY TERMS

3.1 Attached is a tentative list of participants for the event. The end-user shall inform the travel agency/service provider of the flight details of the confirmed local and foreign guests at least fifteen (15) calendar days prior to the final travel periods. Travel agency/Service provider must issue ticket within three (3) calendar days upon receipt of notice from the end-user.

3.2 Travel agency/Service provider must email confirmed airline booking to event organizer and passenger. This should include transfer details, if applicable.

3.3 Send bill arrangement. Travel agency/Service provider should only bill ASTI actual booking charges. Breakdown of costs and other relevant documents (airline ticket, boarding pass or equivalent document, among others) must be provided to ASTI within ten (10) calendar days upon travel completion, for accounting purposes. Bill/Invoice, indicating total amount of charges, must be within the total contract price.

3.4 Government terms, payment upon complete delivery or submission of documents needed.

3.5 Price is inclusive of government taxes, service fees, and other service charges.

(Please see attached quotation.)

				TOTAL:	P825,429.00
(Total Amount in Words)		Eight Hundred Twenty-Five Thousand Four Hundred Twenty-Nine 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,

Digitally signed by
De Leon Franz
Asunta

FRANZ A. DE LEON, Ph.D.

Director, DOST-ASTI

(Signature over Printed Name of Supplier)

(Date)

Fund Cluster:	<u>07</u>	ORS / BURS No.:	<u>073096012023-03-00054</u>
		ORS / BURS Date:	<u>MARCH 03, 2023</u>
Funds Available:	<u>PHP 325,429.00</u>	Amount:	<u>₱ 325,429.00</u>
 GAY CONCEPCION S. BUGAGAO Accountant III			



02 March 2023

NOTICE TO PROCEED
 ALTERNATIVE MODE OF PROCUREMENT

Ms. KIM RODIL
 General Manager
TRAVEL UNIVERSE SERVICES AND CAFE INC.
 The Fort Strip Third Floor
 28th St. cor 7th Ave.
 Bonifacio Global City, Taguig City 1634

Dear Ms. Rodil,


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

Contract Name	: <u>Supply and Delivery of One (1) Lot Airline tickets for the participants of the 1st Artificial Intelligence (AI) Research & Development (R&D) Conference and Workshop</u>
Purchase Request No.	: <u>ALAM-23-02-16098</u>
Purchase / Work Order No.	: <u>ALAM-23-03-001</u>
Total Contract Price	: <u>Php 825,429.00</u>
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: <u>Eight Hundred Twenty Five Thousand Four Hundred Twenty Nine Pesos</u>

Upon issuance of this Notice, your company, **TRAVEL UNIVERSE SERVICES AND CAFE 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,


 Digitally signed
 by De Leon Franz
 Asunta
FRANZ A. DE LEON, Ph.D.
 Director

DATE OF ISSUANCE:

March 3, 2023

RECEIVED BY:

 Signature over Printed Name

 Date and Time

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