



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

PURCHASE ORDER

Supplier:	M R 7 CORPORATION	PO No.:	23-07-131
Address:	Upper Lukban, Santa Cruz, Antipolo City, Rizal 1870	PO Date:	July 18, 2023
TIN:	203-168-192-000	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:	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>Vehicle Rental Service for Station Maintenance outside Metro Manila</p> <p>1. OBJECTIVE/OVERVIEW</p> <p>1.1. DOST-ASTI is seeking a qualified and competent supplier for vehicle rental to be used for multiple trips outside of Metro Manila for the maintenance of V-POTEKA, specifically to: a) Dagupan, Pangasinan, b) Munoz, Nueva Ecija, c) Tuguegarao, Cagayan, and d) Aparri, Cagayan.</p> <p>1.2. The Approved Budget for the Contract is inclusive of government taxes and other charges.</p> <p>2. TECHNICAL REQUIREMENTS</p> <p>2.1. Vehicle Type:</p> <p>2.1.1. Regular airconditioned van</p> <p>2.1.2. Can at least fit four (4) personnel and equipment</p> <p>2.2. Target Destinations and Tentative Schedule of Travel</p> <p>2.2.1. Roundtrip from DOST-ASTI, Quezon City to Munoz, Nueva Ecija to Dagupan, Pangasinan</p> <p>2.2.1.1 Travel Period: September 20-22, 2023</p> <p>2.2.1.2. Maximum Number of Days for the whole Travel Duration: Three (3) Days</p> <p>2.2.1.3 DOST-ASTI shall inform the supplier of the schedules at least three (3) calendar days prior to the trip</p> <p>2.2.2. Roundtrip from Tuguegarao, Cagayan to Aparri, Cagayan</p> <p>2.2.2.1. Travel Period: August 29, 2023 - September 01, 2023</p> <p>2.2.2.2. Maximum Number of Days for the Whole Travel Duration: Four (4) days</p> <p>2.2.2.3. DOST-ASTI shall inform the supplier of the schedules at least three (3) calendar days prior to the trip.</p>	1	P61,429.48	P61,429.48

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

	<p>3. OTHER TERMS AND CONDITIONS</p> <p>3.1. COVID-19 Clearance</p> <p>3.1.1. One (1) driver must be assigned for the whole duration of the travel</p> <p>3.1.2. Driver must be fully vaccinated against COVID-19.</p> <p>3.1.3. A digital copy of the vaccination card must be submitted at the time of bidding to serve as proof of the driver's vaccination.</p> <p>3.1.4. Driver must test negative for COVID-19 through RT-PCR tests and must be able to submit the result at least 24 hours before the actual travel date.</p> <p>3.1.5. Must comply to DOST-ASTI travel guidelines.</p> <p>3.2. Quotation must be inclusive of the following:</p> <p>3.2.1 Driver's fee;</p> <p>3.2.2. Driver's meals;</p> <p>3.2.3. Gasoline expenses;</p> <p>3.2.4. Toll fees;</p> <p>3.2.5. Other miscellaneous expenses that may arise during the travel (i.e. swab tests, parking charges); and</p> <p>3.2.6 Taxes and other charges.</p> <p>3.3. Breakdown of cost is necessary upon submission of quotation</p> <p>4. Payment Terms</p> <p>4.1. Government terms, no advance payment</p> <p>4.2. Billing/Invoice must be submitted upon conclusion of travel.</p> <p>4.3. No payment shall be made for the services that were not delivered under this contract.</p> <p>(Please see attached quotation.)</p>			
			TOTAL:	₱61,429.48
(Total Amount in Words)	Sixty One Thousand Four Hundred Twenty Nine Pesos and Forty Eight Centavos 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.

Digitally signed by Franz A. De Leon

Director, DOST-ASTI

(Signature over Printed Name of Supplier)

(Date)

Fund Cluster:	01	ORS / BURS No.: 01101012023-07-000546
Funds Available:	₱ 61,429.48	ORS / BURS Date: July 20, 2023
 GAY CONCEPCION S. BUGAGAO Accountant III		Amount: ₱ 61,429.48



Republic of the Philippines
Department of Science and Technology

ADVANCED SCIENCE AND TECHNOLOGY INSTITUTE



18 July 2023

NOTICE TO PROCEED
ALTERNATIVE MODE OF PROCUREMENT

Ms. RIA CARLA C. SICCION
President
M R 7 CORPORATION
Upper Lukban, Santa Cruz
Antipolo City, Rizal 1870

Dear Ms. Siccion,

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

Contract Name	:	Supply and Delivery of One (1) Lot Vehicle Rental Service for Station Maintenance outside Metro Manila
Purchase Request No.	:	GAA-23-06-17014
Purchase / Work Order No.	:	23-07-131
Total Contract Price	:	Php 61,429.48
<i>(inclusive of taxes, import duties and all other charges or fees)</i>		
Total Contract Price in Words	:	Sixty One Thousand Four Hundred Twenty Nine Pesos and Forty Eight Centavos

Upon issuance of this Notice, your company, **M R 7 CORPORATION** 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.S. in Science, Department of Science and Technology
Director

DATE OF ISSUANCE:

JULY 25, 2023

RECEIVED BY:

(Signature over Printed Name)

(Date and Time)

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REV 1 / 13 January 2020