



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

PURCHASE ORDER

Supplier:	3RLFD TRANSPORTATION SERVICES	PO No.:	ALAM-23-08-018
Address:	7 Garnet Street, Concepcion Subd., Concepcion Uno, Marikina City 1807	PO Date:	August 24, 2023
TIN:	408-717-359-00000	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 under description
Date of Delivery:		Payment Term:	Government Terms
		Warranty Term:	

Stock / Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	Lot	<p>Vehicle Rental for ASTI-ALaM IEC Activities Activities Multiple trips within NCR & Luzon (August 29 - September 1, 2023) for Model Store Beta Version Launch and End User Training & Stakeholder's Meeting</p> <p>1. OBEJECTIVE/OVERVIEW 1.1 DOST-ASTI requires vehicle rental services which can accommodate at least one hundred seventy (170) passengers for ASTI-ALaM IEC Activities Activities Multiple trips within NCR & Luzon (August 29 - September 1, 2023) for Model Store Beta Version Launch and End User Training & Stakeholder's Meeting. Said vehicle rental services require multiple trips to various places in Metro Manila and Luzon for a maximum of four (4) days. 1.2 The Approved Budget for the Contract includes government taxes and other service charges.</p> <p>2. TECHNICAL REQUIREMENTS 2.1 VEHICLE TYPE 2.1.1 Coaster 2.1.1.1 Quantity: One (1) 2.1.1.2 Can accommodate at least thirty (30) passengers. 2.1.1.3 Fully airconditioned 2.1.1.4 Vehicle must be well-maintained, safe and in good running condition. 2.1.2 Vans 2.1.2.1 Quantity: Nine (9) 2.1.2.2 Can accommodate at least twelve (12) to eighteen (18) passengers per vehicle. 2.1.2.3 Fully airconditioned 2.1.2.4 Vehicles must be well-maintained, safe, and in good running condition. 2.2 SCHEDULES AND DESTINATIONS 2.2.1. Day 1 – 29 August 2023 2.2.1.1 Coaster 2.2.1.1.1 Pickup Point: DOST-ASTI Building, UP Technology Park Complex, CP Garcia Ave., UP Campus, Diliman, Quezon City 2.2.1.1.2 Destination: San Mateo, Rizal</p>	1	P360,000.00	P360,000.00

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

2.2.1.1.3 Time: 6:00 AM
 2.2.1.1.4 Should return on the last day of the event (Day 4)
 2.2.2 Day 2 and Day 3 – 30-31 August 2023
 2.2.2.1. Five (5) Vans
 2.2.2.1.1 Stand-by Vehicle
 2.2.2.1.2 For pickup points, the end-user shall provide the preferred location upon confirmation of the guests/participants within three (3) calendar days prior to the final date of activity.
 2.2.2.1.3 Drop-off Point: San Mateo, Rizal
 2.2.2.1.4 Time: 7:00 AM
 2.2.2.1.5 Roundtrip and/or upon request of leaving guests/passengers.
 2.2.2.2 Four (4) Vans - Roundtrip
 2.2.2.2.1 Shall standby at the Ninoy Aquino International Airport end-user shall confirm flight details of the guests/participants within three (3) calendar days prior to the final date of activity.
 2.2.2.2.2 Destination: San Mateo, Rizal
 2.2.2.2.3 Time: End-user/Focal person will advise the driver upon arrival of guests
 2.2.3 Day 4 – 01 September 2023
 2.2.3.1 Coaster
 2.2.3.1.1 Pickup Point: San Mateo, Rizal
 2.2.3.1.2 Destination: DOST-ASTI Building, UP Technology Park Complex, CP Garcia Ave., UP Campus, Diliman, Quezon City
 2.2.3.1.3 Time: Upon request of end-user/focal person
 2.3 OTHER TERMS AND CONDITIONS
 2.3.1 Each driver must be assigned for the whole duration of the event.
 2.3.2. Quotation must be inclusive of the following:
 2.3.2.1 Driver's fee;
 2.3.2.2 Driver meals;
 2.3.2.3 Gasoline expenses;
 2.3.2.4 Toll fees; and
 2.3.2.5 Other miscellaneous that may arise during the entire travel (i.e., parking fees, etc.).
 2.3.3 Vehicle must be disinfected prior to occupancy of passengers.
 2.3.4 Supplier must have a backup vehicle in case of emergency, i.e., engine breakdown, etc.
 3. PAYMENT TERMS
 3.1 Payment shall be based on actual number of vehicles used. No payment for services not rendered under this Contract.
 3.2 Full payment shall be processed upon submission of complete documents of end-user and supplier.
 3.3 Price quotation must be inclusive of applicable government taxes and service charges. Breakdown and costs are needed upon submission of quotation.
 3.4 Government terms, no advance payment.

(Please see attached quotation.)

TOTAL: P360,000.00

(Total Amount in Words)

Three Hundred Sixty Thousand 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. Digitally signed by Franz A. De Leon

B. De Leon

Digitally signed by Franz A. De Leon

(Signature over Printed Name of Supplier)

Director, DOST-ASTI

(Date)

Fund Cluster:	<u>07</u>	ORS / BURS No.:	<u>073086012023-08-000419</u>
Funds Available:	<u>PHP 300,000.00</u>	ORS / BURS Date:	<u>AUGUST 29, 2023</u>
		Amount:	<u>₱ 300,000.00</u>
 _____ GAY CONCEPCION S. BUGAGAO Accountant III			



24 August 2023

NOTICE TO PROCEED
ALTERNATIVE MODE OF PROCUREMENT

Mr. RICO S. LIBANG
President
3RLFD TRANSPORTATION SERVICES
7 Garnet St., Concepcion Subdivision
Concepcion I, Marikina City

Dear Mr. Libang,

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

	Contract Name	: Supply and Delivery of One (1) Lot Vehicle Rental for ASTI-ALaM IEC Activities Multiple trips within NCR & Luzon (August 29 - September 1, 2023) for Model Store Beta Version Launch and End User Training & Stakeholder's Meeting
	Purchase Request No.	: ALAM-23-08-17357
	Purchase / Work Order No.	: ALAM-23-08-018
	Total Contract Price	: Php 360,000.00
(inclusive of taxes, import duties and all other charges or fees)		
	Total Contract Price in Words	: Three Hundred Sixty Thousand Pesos

Upon issuance of this Notice, your company, **3RLFD TRANSPORTATION 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.
Director

Digitally signed
by **Baysani Benjamin R. Lana**

DATE OF ISSUANCE:

Sep 05, 2023

RECEIVED BY:

Signature over Printed Name

Date and Time

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ASTI-FM 03-19
REV 1 / 13 January 2020