



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

Supplier:	SHAYNE PORTE BAUTISTA TRAVEL AND TOURS	PO No.:	23-10-215
Address:	460 L.E. JP Rizal St., Brgy. 1 Crossing, Calamba, Laguna	PO Date:	October 20, 2023
TIN:	484-749-532-000	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 under description
Date of Delivery:	_____	Payment Term:	Government Terms
		Warranty Term:	_____

Stock / Property No.	Unit	Description	Quantity	Unit Cost	
1	Lot	<p>Vehicle Rental - Transportation Service of Exhibit Staff for the 2023 NYSTIF, October 2023</p> <p>1. Background / Objectives.</p> <p>1.1. Rental of transportation service vehicle for DOST-ASTI Exhibit Staff for the 2023 National Youth Science, Technology, and Innovation Festival.</p> <p>1.2. Specifications indicated herein are minimum requirements, unless otherwise stated.</p> <p>1.3. Offers of equivalent or better specifications are acceptable.</p> <p>2. Functional / Technical Specifications.</p> <p>2.1. Service Schedule.</p> <p>2.1.1. Inclusive dates: 24-28 October 2023.</p> <p>2.1.2. Any change in service schedule dates due to unforeseen circumstances will be advised by DOST-ASTI and adjusted accordingly subject to availability of external provider's vehicle.</p> <p>2.1.3. Service Duration: 15 hours per day.</p> <p>2.1.4. Vehicle reporting time will be advised by DOST-ASTI.</p> <p>2.1.5. Service duration time shall be computed from the actual reporting time until vehicle is released by DOST-ASTI.</p> <p>2.1.6. Any excess beyond the service duration shall be subject to prior approval by DOST-ASTI.</p> <p>2.1.7. For purposes of calculating service duration excess time a fraction of a half-hour will be considered as a half-hour or 30 minutes.</p> <p>2.1.8. In case of excess time beyond the service duration for any day External Provider agrees to either lessen service time in remaining rental days and/or credit early release time of previous rental days to compensate for the excess time upon consultation with and approval by DOST-ASTI so that DOST-ASTI will not incur excess charges.</p> <p>2.2. Service Area.</p>	1	P30,000.00	P30,000.00

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

2.2.1. Multiple trips for each Service Schedule date in general service area.

2.2.1.1. DOST-ASTI (Quezon City).

2.2.1.2. The Forum Tent, Philippine International Convention Center (PICC) (Pasay City).

2.2.2. May include side-trips for errands within Metro Manila.

2.3. Vehicle.

2.3.1. At least 12-seater passenger van preferably with dual air conditioning.

2.3.2. Vehicle model preferably not more than Five (5) years old.

2.3.3. All passenger seats preferably with headrest.

2.3.4. Vehicle must be properly maintained, safe, and in good running condition.

2.4. Personnel.

2.4.1. Driver with a valid and current Professional Driver's License.

2.4.2. Driver must have a working mobile phone or mobile device with a Post-paid or Pre-paid plan, preferably Internet capable with a corresponding data plan, that will enable the Driver to send and receive the following for coordination purposes:

2.4.2.1. Voice calls.

2.4.2.2. SMS.

2.4.2.3. Chat messages through messaging applications.

2.5. Service Inclusions and Requirements.

2.5.1. Inclusive of fuel, toll fees, parking fees, per diems, overtime, and any other ancillary and related charges.

2.5.2. In case of vehicle breakdown or malfunction External Provider shall provide a replacement vehicle within Two (2) hours upon notification by DOST-ASTI.

2.6. Delay or Failure in Service Delivery.

2.6.1. In case of delay or failure by the External Provider to deliver and fulfill any requirements as specified in the contract, and due to the time sensitive nature of the required service, the External Provider agrees that DOST-ASTI, at its sole discretion, may proceed to take such remedial actions as may be necessary, which may include, but not limited to, direct engagement of third-party external provider to fulfill the required service in-part or in-whole, at the External Provider's risk and expense, and without prejudice to any other rights which the DOST-ASTI may have against the External Provider under the contract and under applicable law.

2.7. Other Requirements.

2.7.1. External Provider must attend coordination meetings as set by DOST-ASTI.

2.7.2. External Provider is responsible for equipment safety, electrical safety, mechanical safety, and any related insurance requirements.

2.7.3. External Provider must comply with all health protocols.

2.7.4. External Provider must provide for ALL LODGING AND ACCOMMODATIONS OF ITS PERSONNEL whenever applicable.

2.7.5. External Provider must provide for ALL MEALS, SNACKS, AND DRINKS OF ITS PERSONNEL whenever applicable.


	<p>2.7.6. External Provider to provide cost breakdown upon request by DOST-ASTI.</p> <p>3. Delivery and Payment.</p> <p>3.1. Upon issuance of Notice to Proceed (NTP) delivery is as specified under "Service Schedule" and "Service Area".</p> <p>3.2. Bid price shall be inclusive of taxes, delivery charges, and all other related fees.</p> <p>3.3. Payment Terms: Prescribed government terms.</p> <p>(Please see attached quotation.)</p>			
				TOTAL: P30,000.00
(Total Amount in Words)			Thirty 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,

(Signature over Printed Name of Supplier)


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

Director, DOST-ASTI

(Date)

Fund Cluster:	<u>01</u>	ORS / BURS No.:	<u>011011012023-10-000818</u>
Funds Available:	<u>PHP 30,000.00</u>	ORS / BURS Date:	<u>OCTOBER 20, 2023</u>
		Amount:	<u>₱ 30,000.00</u>
 GAY CONCEPCION S. BUGAGAO Accountant III			



20 October 2023

NOTICE TO PROCEED
ALTERNATIVE MODE OF PROCUREMENT

Ms. SHAYNE P. BAUTISTA
 Owner
SHAYNE PORTE BAUTISTA TRAVEL AND TOURS
 460 L.E. JP Rizal St.
 Brgy. 1 Crossing
 Calamba, Laguna

Dear Ms. Bautista,

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

Contract Name	: Supply and Delivery of One (1) Lot Vehicle Rental - Transportation Service of Exhibit Staff for the 2023 NYSTIF, October 2023
Purchase Request No.	: GAA-23-09-17723
Purchase / Work Order No.	: 23-10-215
Total Contract Price	: Php 30,000.00
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: Thirty Thousand Pesos

Upon issuance of this Notice, your company, **SHAYNE PORTE BAUTISTA TRAVEL AND TOURS** 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

DATE OF ISSUANCE:

OCT 23 2023

RECEIVED BY:

 Signature over Printed Name

 Date and Time

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ASTI-FM 03-19
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