



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>PANTHERTECH FREIGHT FORWARDER AND PREMIUM COURIER EXPRESS INT'L CORP.</b>	<b>PO No.:</b>	<b>23-11-234</b>
<b>Address:</b>	<b>2766 Gen. Cailles St., Bangkal, Makati City</b>	<b>PO Date:</b>	<b>November 13, 2023</b>
<b>TIN:</b>	<b>009-825-156-00000</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
<b>1</b>	<b>Lot</b>	<p><b>Transportation and Setup of DOST-ASTI Exhibit to the 2023 NSTW, Iloilo City, November 2023</b></p> <p>1. Background / Objectives.</p> <p>1.1. Transportation and setup of DOST-ASTI exhibit materials to the 2023 NSTW in Iloilo City.</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. Scope of Work.</p> <p>2.1.1. Transfer, handling, land freight or ocean freight or air freight delivery of DOST-ASTI exhibit materials that will meet the required delivery dates.</p> <p>2.1.2. Door-to-door delivery inclusive of hauling inside of and from event venue.</p> <p>2.1.3. Provide assistance in setup during ingress and pack up during egress.</p> <p>2.1.4. External Provider is responsible for recovering the exhibit from the venue during event egress.</p> <p>2.1.5. External Provider is to exercise due care and employ applicable measures to prevent damage in handling and transport of the exhibit materials.</p> <p>2.1.6. Inclusive of storage or warehousing, as applicable.</p> <p>2.1.7. Inclusive of transit insurance of up to PHP1M.</p> <p>2.2. Cargo.</p> <p>2.2.1. Various exhibit material items approx. 7 cbm - 8 cbm maximum.</p> <p>2.2.2. External Provider may inspect item(s) to be transported.</p> <p>2.3. Service Schedule.</p> <p>2.3.1. Inclusive dates.</p>	<b>1</b>	<b>₱169,000.00</b>	<b>₱169,000.00</b>

**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

2.3.1.1. Ingress: 21 November 2023.

2.3.1.2. Egress: 26 November 2023.

2.3.2. Estimated Pick Up Date.

2.3.2.1. Approx. 5 calendar days prior to event ingress.

2.3.2.2. Pick Up Date is dependent on completion of procurement process and issuance of Notice of Award (NOA), Purchase Order (PO), and Notice to Proceed (NTP).

2.3.3. Final pick-up, delivery, and return dates subject to approval of DOST-ASTI.

2.3.4. Time of delivery for ingress and recovery during egress to be advised by DOST-ASTI.

2.3.5. Any change in service schedule dates and time due to unforeseen circumstances will be advised by DOST-ASTI and adjusted accordingly.

2.4. Service Area.

2.4.1. Origin and Final Return Destination: DOST-ASTI, Diliman, Quezon City.

2.4.2. Delivery Destination: Iloilo Convention Center (ICON), Iloilo City.

2.4.3. Trip Route: DOST-ASTI to Iloilo City to DOST-ASTI.

2.5. Personnel.

2.5.1. Driver.

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

2.5.1.2. 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:

2.5.1.2.1. Voice calls.

2.5.1.2.2. SMS.

2.5.1.2.3. Chat messages through messaging applications.

2.5.2. Helpers.

2.5.2.1. One (1) Helper.

2.5.2.2. Helper(s) shall assist DOST-ASTI staff in setup and breakdown of the exhibit during ingress and egress, respectively.

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(s) 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.

	<p>2.7.3. External Provider must comply with all venue and event rules and guidelines including venue and event health protocols.</p> <p>2.7.4. External Provider must provide for ALL LODGING AND ACCOMMODATIONS OF ITS PERSONNEL during service delivery whenever applicable.</p> <p>2.7.5. External Provider must provide for ALL MEALS, SNACKS, AND DRINKS OF ITS PERSONNEL whenever applicable.</p> <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>(Please see attached quotation.)</p>			
				<b>TOTAL: P169,000.00</b>
<b>(Total Amount in Words)</b>			<b>One Hundred Sixty Nine 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.

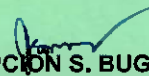
Conforme:

Very Truly Yours,

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

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

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

<b>Fund Cluster:</b>	<u>01</u>	ORS / BURS No.:	<u>01101012023-11-000884</u>
<b>Funds Available:</b>	<u>PHP 169,000.00</u>	ORS / BURS Date:	<u>NOVEMBER 13, 2023</u>
		Amount:	<u>₱ 169,000.00</u>
 <b>GAY CONCEPCION S. BUGAGAO</b> Accountant III			



13 November 2023

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

**Mr. MARLON MANINGAS**  
 Sales Supervisor  
**PANTHERTECH FREIGHT FORWARDER AND PREMIUM COURIER EXPRESS INT'L CORP.**  
 2766 Gen. Cailles St.  
 Bangkal, Makati City

Dear Mr. Maningas,

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

Contract Name	: <b>Supply and Delivery of One (1) Lot Transportation and Setup of DOST-ASTI Exhibit to the 2023 NSTW, Iloilo City, November 2023</b>
Purchase Request No.	: <b>GAA-23-10-18081</b>
Purchase / Work Order No.	: <b>23-11-234</b>
Total Contract Price	: <b>Php 169,000.00</b>
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: <b>One Hundred Sixty Nine Thousand Pesos</b>

Upon issuance of this Notice, your company, **PANTHERTECH FREIGHT FORWARDER AND PREMIUM COURIER EXPRESS INT'L CORP.** 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  
 Elynn Benjamin R.  
 Lora

DATE OF ISSUANCE:

**NOV 14 2023**

RECEIVED BY:

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

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

Postal Address : ASTI Bldg., U.P. Technology Park Complex,  
 CP Garcia Ave., Diliman, Quezon City 1101  
 Website : [www.asli.dost.gov.ph](http://www.asli.dost.gov.ph)  
 Email : [info@asti.dost.gov.ph](mailto:info@asti.dost.gov.ph)

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 Fax No. : +632 8426-9764

ASTI-FM 03-19  
 REV 2 / 05 October 2023