



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:	AVISO VALUATION & ADVISORY CORP.	PO No.:	23-11-262
Address:	13 Meralco Ave., Ortigas Center, Pasig City, Metro Manila	PO Date:	November 29, 2023
TIN:	008-537-509-000	Mode of Procurement:	Competitive Bidding

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: **Five (5) calendar days upon issuance of NTP**

Date of Delivery: _____

Payment Term: **Government Terms**

Warranty Term: _____

Stock / Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	Lot	<p>Appraisal/Valuation Services</p> <p>1. OBJECTIVE</p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders for the Appraisal/Valuation of Property and Equipment. It is to achieve fair presentation and compliance with the International Public Sector Accounting Standards.</p> <p>1.2. In compliance with Section 5 of Republic Act No. 656, otherwise known as the Property Insurance Law, as amended by Presidential Decree No. 245, requires all government agencies (except municipal governments below first-class category) to insure against insurable risks, their properties, assets, and interests with the Government Service Insurance System against insurable risks.</p> <p>1.3. All and/or specific requirements of this procurement project are stipulated in the attached Term Sheet. Should a conflict arise between this Purchase Request and the Term Sheet, the provisions stipulated in the latter shall prevail.</p> <p>2. SCOPE OF WORK</p> <p>2.1. The appraisal service shall cover the building, machinery & equipment, furniture, and fixtures listed in "Annex A."</p> <p>2.2. The appraisal service shall cover determination of the Market Value, Reproduction Cost, Replacement Cost, New, Remaining Economic Life, and Sound Value of the properties considering its condition, whichever is applicable.</p> <p>3. APPROVED BUDGET FOR THE CONTRACT (ABC)</p> <p>3.1. The ABC is Php 2,200,000.00, inclusive of all government taxes and other charges.</p> <p>4. QUALIFICATION OF THE SERVICE PROVIDER</p> <p>4.1. Service Provider is required to submit. as part</p>	1	₱1,300,000.00	₱1,300,000.00

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

of the technical documents, proof of the following:

- 4.1.1. Should have at least ten (10) years of experience in appraisal works;
- 4.1.2. The team leader to be assigned to the project should be a licensed appraiser with at least five (5) years of experience in appraisal works;
- 4.1.3. Should provide at least ten (10) staff, with at least five (5) years of experience in appraisal works, including the team leader; and
- 4.1.4. Certificate of Satisfactory Service from at least two (2) clients for the last five (5) years.

5. RESPONSIBILITY OF THE SERVICE PROVIDER

5.1. The service provider shall strictly comply with the responsibilities stipulated in the Term Sheet.

6. RESPONSIBILITY OF DOST-ASTI

- 6.1. Provide the Service Provider with information about the property, including ownership documents, reports, and any other material information that may affect the property's status and assessment;
- 6.2. Issue an Authority to Inspect the DOST-ASTI Properties thru Property and Supply Section;
- 6.3. Allow the Service Provider to conduct interviews to obtain more relevant information; and
- 6.4. DOST-ASTI shall conduct a kick-off meeting with the winning bidder to discuss generally the properties, locations and other information needed to begin the appraisal.

7. DELIVERABLES / DOCUMENTARY REQUIREMENTS

7.1. The Appraiser is expected to deliver the

following reports/documents:

- 7.1.1. Minutes of the kick-off meeting;
- 7.1.2. List of manpower and work activity plan, preferably shown in Gantt chart, for a detailed schedule of activities and deliverables;
- 7.1.3. Market Value, Reproduction Cost, Replacement Cost, New, Remaining Economic Life, and Sound Value of the properties, whichever is applicable;
- 7.1.4. Certificate of Appearance as proof of physical inspection for each location visited duly certified by designated ASTI personnel in the area; and
- 7.1.5. Four (4) original copies of the final report of valuation/appraisal including a digitized format (PDF). The original copies shall contain a dry seal of the Service Provider, or the name of the appraiser properly affixed thereto.
 - 7.1.5.1. The appraisal report shall be comprehensive and must contain the data required, and other disclosures essential to the proper valuation of the Property. It shall briefly describe the purpose, scope, date of appraisal, service rendered on the property, and improvements thereon, its location, the valuation method and the assumptions used.
 - 7.1.5.1.1. The appraisal report shall include, but not be limited to, the following data:
 - 7.1.5.1.2. Date as of which the value applies, date of the report and date of inspections;
 - 7.1.5.1.3. Basis of valuation, including type and definition of value.
- 7.2. Detailed information of deliverables/documentary requirements are

indicated in the Term Sheet.

8. PAYMENT SCHEME

8.1. Payment to the service provider shall be made per submission of documentary requirements indicated in number 7 Deliverables/Documentary Requirements. The payment scheme is specified in the Term Sheet.

9. LIQUIDATED DAMAGES

9.1. In case of delay and/or failure to comply with the delivery schedule will result in the payment of corresponding penalties/liquidated damages in the amount equal to one-tenth (1/10) of one percent (1%) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) the agency reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.

10. CONFIDENTIALITY REQUIREMENT

10.1. The ownership and all rights thereto including files prepared and furnished by the appraiser in the performance of the services subject to this arrangement shall be vested to DOST-ASTI.

10.2. The Service Provider shall not, except for purposes of performing the obligations in the Contract entered into, without DOST-ASTI's prior written consent, disclose said Contract, or any provision thereof, or information furnished by or on behalf of DOST-ASTI. Any such disclosure shall be made in confidence and shall extend only as far as may be necessary for the purposes of such performance.

(Please see attached offer.)

TOTAL:

₱1,300,000.00

(Total Amount in Words)

One Million Three Hundred 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.

Director, DOST-ASTI

Digitally signed
by Franz
Benjamin R. Lara

(Date)

Fund Cluster:

01

ORS / BURS No.: 0110102023-12-000955

Funds Available:

₱1,300,000.00

ORS / BURS Date: DECEMBER 01, 2023

Amount: ₱ 1,300,000.00


GAY CONCEPCION S. BUGAGAO

Accountant III



29 November 2023

NOTICE TO PROCEED
PUBLIC BIDDING

Mr. ROQUE M. SORIOSO Jr.
 President
AVISO VALUATION & ADVISORY CORP.
 13 Meralco Ave., Ortigas Center
 Pasig City, Metro Manila

Dear Mr. Sorioso,

Notice is hereby given to **AVISO VALUATION & ADVISORY CORP.** that work/delivery may proceed for the following procurement details:

Contract Name	: Provision of One (1) Lot Appraisal/Valuation Services for DOST-ASTI
Purchase Request No.	: GAA-23-09-17528
Purchase / Work Order No.	: 23-11-262
Total Contract Price	: Php 1,300,000.00
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: One Million Three Hundred Thousand Pesos

Upon signing receipt of this Notice, you are responsible for performing the services under the terms and conditions of the Agreement/Purchase Order/Work Order and in accordance with the schedule of requirements/delivery schedule.

You are also hereby required to file a Warranty Security for a minimum period of three (3) months, in the case of Expendable Supplies, or a minimum period of one (1) year, in the case of Non-Expendable Supplies, after acceptance by the Procuring Entity of the delivered supplies. It shall be either retention money in an amount equivalent to at least N/A percent (N/A%) of every progress payment, or a special bank guarantee equivalent to at least N/A percent (N/A%) of the total contract price. The said amounts shall only be released after the lapse of the warranty period or, in the case of Expendable Supplies, after consumption thereof: Provided, however, That the supplies delivered are free from patent and latent defects and all the conditions imposed under the contract have been fully met.

Note that failure to comply with the above requirements and failure to perform the services under the terms and conditions of the Agreement/Purchase Order/Work Order may constitute grounds for its forfeiture.

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 bacsec@asti.dost.gov.ph.

Respectfully,


FRANZ A. DE LEON, Ph.D. 
 Director

DATE OF ISSUANCE:
DEC 01 2023

RECEIVED BY:

WARRANTY SECURITY

Signature over Printed Name

Type of Warranty Security:

Amount of Warranty Security:

O.R. No.:

Php

Date and Time

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