



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>NISSAN COMMONWEALTH, INC.</b>	<b>PO No.:</b>	<b>23-12-267</b>
<b>Address:</b>	<b>41 Commonwealth Ave., Holy Spirit, Quezon City 1127</b>	<b>PO Date:</b>	<b>December 7, 2023</b>
<b>TIN:</b>	<b>004-559-455-000</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:

**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><b>Preventive Maintenance Services for DOST-ASTI Nissan Urvan (White)</b></p> <p>1. GENERAL OVERVIEW                      The Advanced Science and Technology Institute (ASTI) is seeking qualified and competent bidders for the supply and delivery of Preventive Maintenance Services for DOST-ASTI Nissan Urvan White.</p> <p>1.1. The approved budget for the contract is inclusive of all applicable government taxes and other charges.                      1.2. The technical specifications indicated herein are minimum requirements, unless otherwise specified.                      1.3. The procurement of Preventive Maintenance Services for DOST-ASTI Nissan Urvan White (with Property No. 00-18-241-001-00041) is needed and must be conducted every 10,000 kms or every 6 months, whichever comes first, to maintain the vehicles good running condition.</p> <p>2. SCOPE OF WORK                      2.1. Perform 90,000 kms check-up                      2.2. Replacement of Oil (8 Liters)                      2.3. Replacement of Oil Filter                      2.4. Replacement of Drain Plug Washer                      2.5. Engine Flushing                      2.6. Windshield Washer Fluid                      2.7. Brake Paste                      2.8. Brake Cleaner                      2.9. Engine Treatment                      2.10. Diesel Treatment                      2.11. Battery Test                      2.12. Complete Wash                      2.13. Miscellaneous                      2.14. Disinfectant                      2.15. Preventive Maintenance Activities:                      2.15.1 Underhood and Under Vehicle                      2.15.1.1. Inspect leaks, cracks, chafing, abrasion</p>	1	P12,319.00	P12,319.00

**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 intake & exhaust manifolds  
2.15.1.2. Inspect drive belts for cracks, fraying, wear, deflection & tension  
2.15.1.3. Inspect engine anti-rust coolant(LLC)  
2.15.1.4. Inspect cooling system (pressure & leak check)  
2.15.1.5. Inspect vacuum hoses & connections  
2.15.1.6. Inspect air cleaner filter  
2.15.1.7. Replace engine oil and oil filter (Use Nissan recommended oil)  
2.15.1.8. Inspect fluids, Lubricants, A/C refrigerant for leak  
2.15.1.9. Inspect windshield washer tank fluid level, nozzle, and wiper blade  
2.15.1.10. Inspect battery / battery clamp condition  
2.15.1.11. Inspect / adjust engine idle rpm and ignition timing  
2.15.1.12. Inspect positive crankcase ventilation (PCV) system  
2.15.2. Chassis and Body Maintenance  
2.15.2.1. Inspect brake & clutch fluid for level and leaks  
2.15.2.2. Inspect brake booster, vacuum hoses, connections, and check valve  
2.15.2.3. Inspect brake linings, drum, disc pads & other components for wear, distortion, leaks in the wheel cylinder  
2.15.2.4. Inspect power steering gearbox fluid for leaks & check linkages/bushing for damage  
2.15.2.5. Inspect brake, clutch & exhaust systems  
2.15.2.6. Inspect manual/automatic transmission, differential & transfer gear oil(for level and leaks)  
2.15.2.7. Inspect CVT fluid for leaks  
2.15.2.8. Grease/Lubricate Greasing points of the steering linkage, propeller shafts, ball joints  
2.15.2.9. Inspect steering gear & linkage, axle & suspension parts, propeller shaft, & driveshafts  
2.15.2.10. Tighten body mountings  
2.15.2.11. Inspect tires for abnormal wear and tire pressure (include spare tire)  
2.15.3. Inside and Outside  
2.15.3.1. Grease/Lubricate locks, hinges, and hood latch  
2.15.3.2. Inspect seat belts, buckles, retractors, anchor, and adjuster  
2.15.3.3. Inspect door glass, lock, and control mechanism  
2.15.3.4. Inspect foot brake, parking brake, and clutch (for free play, stroke, and operation)  
2.15.3.5. Inspect A/C operation & cooling performance  
2.15.3.6. Inspect operation of switches - combination switches, door lock, power window, etc.  
2.15.3.7. Check engine

### 3. TERMS AND CONDITIONS

3.1. Must be an authorized service center by Nissan.  
3.2. Provide a report or recommendation, if necessary.

### 4. DELIVERY AND PAYMENT TERMS

4.1. Preventive Maintenance Services of DOST-ASTI Nissan Urvan White (Property No. 00-18-241-001-0004-00041) must be completed within 15 working days upon turnover by DOST-ASTI to the service center.  
4.2. Payment shall be made only upon



		<p>certification/acceptance by the End User to the effect that the Goods have been rendered or delivered in accordance with the terms of this Contract and have been duly inspected and accepted. No payment shall be made for services not yet rendered or for supplies and materials not yet delivered under this Contract.</p> <p>(Please see attached quotation.)</p>			
2	Lot	<p><b>Preventive Maintenance Services for DOST-ASTI Nissan Urvan (Grey)</b>  <b>1. GENERAL OVERVIEW</b>  The Advanced Science and Technology Institute (ASTI) is seeking qualified and competent bidders for the supply and delivery of Preventive Maintenance Services for DOST-ASTI Nissan Urvan Grey.</p> <p>1.1. The approved budget for the contract is inclusive of all applicable government taxes and other charges.</p> <p>1.2. The technical specifications indicated herein are minimum requirements, unless otherwise specified.</p> <p>1.3. The procurement of Preventive Maintenance Services for DOST-ASTI Nissan Urvan Grey (with Property No. 1.1.5) is needed and must be conducted every 10,000 kms or every 6 months, whichever comes first, to maintain the vehicles good running condition.</p> <p><b>2. SCOPE OF WORK</b></p> <p>2.1. Perform 100,000 kms check-up</p> <p>2.2. Replacement of Oil (8 Liters)</p> <p>2.3. Replacement of Oil Filter</p> <p>2.4. Replacement of Drain Plug Washer</p> <p>2.5. Fuel Filter (Strainer)</p> <p>2.6. Water Separator (Cartridge Assy)</p> <p>2.7. Engine Flushing</p> <p>2.8. Windshield Washer Fluid</p> <p>2.9. Brake Paste</p> <p>2.10. Brake Cleaner</p> <p>2.11. Aircon Filter</p> <p>2.12. Engine Treatment</p> <p>2.13. Diesel Treatment</p> <p>2.14. MT Gear Oil</p> <p>2.15. Rear Differential Fluid</p> <p>2.16. Battery Test</p> <p>2.17. Complete Wash</p> <p>2.18. Miscellaneous</p> <p>2.19. Disinfectant</p> <p>2.20. Preventive Maintenance Activities:</p> <p>2.20.1 Underhood and Under Vehicle</p> <p>2.20.1.1. Inspect leaks, cracks, chafing, abrasion of intake &amp; exhaust manifolds</p> <p>2.20.1.2. Inspect drive belts for cracks, fraying, wear, deflection &amp; tension</p> <p>2.20.1.3. Inspect engine anti-rust coolant(LLC)</p> <p>2.20.1.4. Inspect cooling system (pressure &amp; leak check)</p> <p>2.20.1.5. Inspect vacuum hoses &amp; connections</p> <p>2.20.1.6. Inspect air cleaner filter</p> <p>2.20.1.7. Replace engine oil and oil filter (Use Nissan recommended oil)</p> <p>2.20.1.8. Inspect fluids, Lubricants, A/C refrigerant for leak</p> <p>2.20.1.9. Inspect windshield washer tank fluid level, nozzle, and wiper blade</p> <p>2.20.1.10. Inspect battery / battery clamp condition</p> <p>2.20.1.11. Inspect / adjust engine idle rpm</p>	1	₱33,472.00	₱33,472.00

	<p>and ignition timing</p> <p>2.20.1.12. Inspect positive crankcase ventilation (PCV) system</p> <p>2.20.2. Chassis and Body Maintenance</p> <p>2.20.2.1. Inspect brake &amp; clutch fluid for level and leaks</p> <p>2.20.2.2. Inspect brake booster, vacuum hoses, connections, and check valve</p> <p>2.20.2.3. Inspect brake linings, drum, disc pads &amp; other components for wear, distortion, leaks in the wheel cylinder</p> <p>2.20.2.4. Inspect power steering gearbox fluid for leaks &amp; check linkages/bushing for damage</p> <p>2.20.2.5. Inspect brake, clutch &amp; exhaust systems</p> <p>2.20.2.6. Inspect manual/automatic transmission, differential &amp; transfer gear oil(for level and leaks)</p> <p>2.20.2.7. Inspect CVT fluid for leaks</p> <p>2.20.2.8. Grease/Lubricate Greasing points of the steering linkage, propeller shafts, ball joints</p> <p>2.20.2.9. Inspect steering gear &amp; linkage, axle &amp; suspension parts, propeller shaft, &amp; driveshafts</p> <p>2.20.2.10. Tighten body mountings</p> <p>2.20.2.11. Inspect tires for abnormal wear and tire pressure (include spare tire)</p> <p>2.20.3. Inside and Outside</p> <p>2.20.3.1. Grease/Lubricate locks, hinges, and hood latch</p> <p>2.20.3.2. Inspect seat belts, buckles, retractors, anchor, and adjuster</p> <p>2.20.3.3. Inspect door glass, lock, and control mechanism</p> <p>2.20.3.4. Inspect foot brake, parking brake, and clutch (for free play, stroke, and operation)</p> <p>2.20.3.5. Inspect A/C operation &amp; cooling performance</p> <p>2.20.3.6. Inspect operation of switches - combination switches, door lock, power window, etc.</p> <p>2.20.3.7. Check engine</p> <p>3. TERMS AND CONDITIONS</p> <p>3.1. Must be an authorized service center by Nissan.</p> <p>3.2. Provide a report or recommendation, if necessary.</p> <p>4. DELIVERY AND PAYMENT TERMS</p> <p>4.1. Preventive Maintenance Services of DOST-ASTI Nissan Urvan Grey (Property No. 1.1.5) must be completed within 15 working days upon turnover by DOST-ASTI to the service center.</p> <p>4.2. Payment shall be made only upon certification/acceptance by the End User to the effect that the Goods have been rendered or delivered in accordance with the terms of this Contract and have been duly inspected and accepted. No payment shall be made for services not yet rendered or for supplies and materials not yet delivered under this Contract.</p> <p>(Please see attached quotation.)</p>			
			<b>TOTAL:</b>	<b>P45,791.00</b>
<b>(Total Amount in Words)</b>			<b>Forty Five Thousand Seven Hundred Ninety One 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. *B. Lara*  
\_\_\_\_\_  
Director, DOST-ASTI

Digitally signed  
by Boyan  
Benjamin R. Lara

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

Fund Cluster:	<u>01</u>	ORS / BURS No.:	<u>01011012023-12-000985</u>
Funds Available:	<u>PHP 45,791.00</u>	ORS / BURS Date:	<u>DECEMBER 7, 2023</u>
		Amount:	<u>₱ 45,791.00</u>
 <u>GAY CONCEPCION S. BUGAGAO</u> Accountant III			



07 December 2023

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

**Ms. WILLIAM BACUS**  
 Service Manager  
**NISSAN COMMONWEALTH, INC.**  
 41 Commonwealth Ave.  
 Holy Spirit, Quezon City 1127

Dear Ms. Bacus,

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

Contract Name	: <b>Supply and Delivery of One (1) Lot Preventive Maintenance Services for DOST-ASTI Nissan Urvan (White) and One (1) Lot Preventive Maintenance Services for DOST-ASTI Nissan Urvan (Grey)</b>
Purchase Request No.	: <b>GAA-23-11-18226</b>
Purchase / Work Order No.	: <b>23-12-267</b>
Total Contract Price	: <b>Php 45,791.00</b>
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: <b>Forty Five Thousand Seven Hundred Ninety One Pesos</b>

Upon issuance of this Notice, your company, **NISSAN COMMONWEALTH, INC.** 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.** *franc*  
 Director

DATE OF ISSUANCE:

**DEC 12 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.asti.dost.gov.ph](http://www.asti.dost.gov.ph)  
 Email : [info@asti.dost.gov.ph](mailto:info@asti.dost.gov.ph)

Tel No. : +632 8249-8500  
 +632 8426-9755;  
 Fax No. : +632 8426-9764

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