



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>ROSE AIRE ENTERPRISE INC.</b>	<b>PO No.:</b>	<b>24-02-019</b>
<b>Address:</b>	<b>RAE Bldg., #13 F. Manalo St., Ligid-Tipas, Taguig City 1638</b>	<b>PO Date:</b>	<b>February 14, 2024</b>
<b>TIN:</b>	<b>009-181-069-000</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:

1) ASTI Bldg., C.P. Garcia Ave., U.P. Technology Park Complex, U.P. Campus, Diliman, Quezon City 1101

**Place of Delivery:** 2) National Engineering Center – University of the Philippines, Diliman, Quezon City 1101

**Delivery Term:** Provided for under description

3) Electronics Product Development Center (EPDC), MIRDC Comp., Gen. Santos Ave., Bicutan, Taguig City 1631

**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 Airconditioning Units</b></p> <p>1. OBJECTIVE</p> <p>1.1. The Department of Science and Technology (DOST) - Advanced Science and Technology Institute (ASTI) intends to engage the services of a service provider duly authorized and with the necessary expertise, experience, and capacity to maintain and/or recommend replacement of parts accessories of various brands of its Air-Conditioning Units.</p> <p>1.2. The Contract amount is inclusive of all applicable government taxes and other charges, broken down as follows:</p> <p>1.2.1. Preventive maintenance services for DOST-ASTI – Two Hundred Fifty-Three Thousand Six Hundred Pesos Only (₱253,600.00); and</p> <p>1.2.2. Preventive maintenance for EPDC – One Hundred Seventy Thousand Eight Hundred Pesos Only (₱170,800.00).</p> <p>1.2.3. Breakdown of quotations for DOST-ASTI and EPDC, which must be within the ABC per location, must be submitted to the BAC Secretariat.</p> <p>2. PROJECT COVERAGE AND LOCATION</p> <p>2.1. The scope of services covers comprehensive maintenance services for all the Air-Conditioning Units located at:</p> <p>2.1.1. DOST-ASTI Bldg., C.P. Garcia Ave., UP Technopark Complex, UP Campus, Diliman, Quezon City 1101.</p>	1	₱424,400.00	₱424,400.00

**Postal Address :** ASTI Bldg., U.P. Technology Park Complex, CP Garcia Ave., Diliman, Quezon City 1101  
**Website :** www.asti.dost.gov.ph  
**Email :** info@astl.dost.gov.ph

**Tel No. :** +632 8249-8500  
 +632 8426-9755

2.1.2. National Engineering Center – University of the Philippines, Diliman, Quezon City 1101.

2.1.3. Electronics Product Development Center (EPDC), MIRDC Comp., Gen. Santos Ave., Bicutan, Taguig City 1631.

2.2. The contract coverage shall be until 31 December 2024.

### 3. QUALIFICATIONS OF SERVICE PROVIDER

3.1. The service provider must have the required experience and expertise to carry out preventive maintenance services. The following must be submitted as part of evaluation of quotations upon notice of DOST-ASTI:

3.1.1. Must be in the business of air-conditioning preventive maintenance services in three (3) years (Department of Trade and Industry Registration, Business Permit).

3.1.2. Certified technicians with at least two (2) years working experience in preventive maintenance of air conditioning units to be assigned to DOST-ASTI.

3.1.3. Must have attended relevant training within three (3) years, as evidenced by training certificates of technicians who will be assigned to DOST-ASTI.

3.1.4. Proven track record in rendering satisfactory provision of air conditioning preventive maintenance services (submit a copy of the certificate of satisfactory rating issued by current or previous clients).

### 4. SCOPE OF WORK

4.1. Quarterly Preventive Maintenance must include and comply with the scope of work entailed in the Terms Sheet.

#### 4.1.1. Other Services

4.1.1.1. Emergency "Call-in" Provisions;

4.1.1.2. Free Check-up, troubleshooting and, minor repair;

4.1.1.3. Should respond within 24 hours upon receipt of call;

4.1.1.4. Cost of replacement of parts is excluded;

4.1.1.5. Prepare and submit a clear and detailed service report including the findings and recommendations for evaluation; and

4.1.1.6. In case of delivery of new air conditioning units, DOST-ASTI and EPDC shall formally notify the supplier of the new units to be included in the preventive maintenance activity in exchange for the replaced units.

### 5. NOTES

5.1. Inclusive of taxes and other charges.

5.2. The number of Air-conditioning units per division/room is indicated in the Term Sheet.

### 6. SCHEDULE OF PREVENTIVE MAINTENANCE

6.1. The schedule of preventive maintenance for DOST-ASTI must be completed on or before:

6.1.1. 1st Quarter – 24 February 2024 (Tentative)

6.1.2. 2nd Quarter – 18 May 2024

6.1.3. 3rd Quarter – 10 August 2024

6.1.4. 4th Quarter – 2 November 2024



6.2. The schedule of preventive maintenance for EPDC shall be as follows:

6.2.1. 1st Quarter – 23 March 2024 (Tentative)

6.2.2. 2nd Quarter – 15 June 2024

6.2.3. 3rd Quarter – 07 September 2024

6.2.4. 4th Quarter – 30 November 2024

#### 7. OBLIGATIONS OF THE SERVICE PROVIDER

7.1. Conduct the quarterly preventive maintenance, check-up, and related minor repairs according to schedule to ensure reliable operation of the Air-conditioning Units during the period coverage. Quotation must include the supplies/materials needed for replacement. Breakdown of materials cost shall also be provided.

7.2. Provide qualified technicians, supervision, tools and equipment necessary to conduct the regular preventive maintenance check-up and related corrective repairs.

7.3. Undertake minor adjustments and repairs as required in the manufacturer's periodic schedule. Labor and supplies, at no cost to DOST-ASTI and EPDC.

7.4. Submits Service Report to the customer or site representative upon completion of work, before leaving the site. Detailed Incident Report may also be requested for further information needed.

7.5. In case of major repair, the supplier will submit a quotation on materials and spare parts needed, including scope of work to be done. Said provision is applicable only if the unit is no longer under warranty.

7.6. Dispatch of the technicians for request of service assistance must be done within 24 hours upon receipt of complaint/report.

7.7. Designate a head office-based personnel who will be responsible for managing and providing administrative support services. 24/7 support through phone and email, including regular holidays, special holidays and government announced holidays. On-call support services must also be provided in situations that require the presence of personnel, as urgently needed to perform critical activities. Response time is within 4 hours from receipt of call.

#### 7. DUTIES AND RESPONSIBILITIES OF DOST-ASTI

7.1. DOST-ASTI, through Property and Supply Section, shall closely monitor the implementation of the preventive maintenance activity in accordance with the specifications and conditions of the Contract.

7.2. During each scheduled preventive maintenance, an authorized representative of DOST-ASTI and EPDC shall be available to supervise the procedures and ensure that office properties, such as computers and other equipment, are secured.

#### 8. PAYMENT SCHEDULE

8.1. Payment to the service provider shall be made on a quarterly basis upon acceptance of DOST-ASTI, subject to the submission of billing statement, duly accomplished service report forms and other documentary requirements.


	<p><b>9. LIQUIDATED DAMAGES</b></p> <p>9.1. Non-compliance with the terms and conditions stated in the Contract will result in the payment of corresponding penalties/liquidated damages pursuant to Republic Act No. 9184 and its 2016 revised Implementing Rules and Regulations. DOST-ASTI and EPDC reserve the right to rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the Contract.</p> <p><b>10. DISPUTE RESOLUTION</b></p> <p>10.1. In the matter of dispute, should any dispute related to the Contract and/or rights of the parties arise, the same shall be submitted to mutual consultation, mediation and arbitration, in the order of application. The venue of the proceedings shall be in Quezon City. In case of court suit, the venue shall be the courts of competent jurisdiction in Quezon City, to the exclusion of all other courts; and</p> <p>10.2. Any amendment or additional terms and conditions to the Contract must be in writing, signed and acknowledged by the DOST-ASTI and service provider.</p> <p>(Please see attached quotation.)</p>		
		<b>TOTAL:</b>	<b>P424,400.00</b>
<b>(Total Amount in Words)</b>		<b>Four Hundred Twenty-Four Thousand Four Hundred 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:

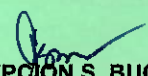
Very Truly Yours,

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

  
**FRANZ A. DE LEON, Ph.D.**  
 Director, DOST-ASTI

Digitally signed  
by Franz A. de Leon  
Benjamin R. Lara

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

<b>Fund Cluster:</b>	01	ORS / BURS No.:	01101102024-02-000076
<b>Funds Available:</b>	Php 424,400.00	ORS / BURS Date:	FEBRUARY 15, 2024
		Amount:	₱ 424,400.00
 <b>GAY CONCEPCION S. BUGAGAO</b> Accountant III			



14 February 2024

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

**Ms. JOLINA F. BINAMIRA**  
 Head Engineer  
**ROSE AIRE ENTERPRISE INC.**  
 RAE Bldg., #13 F. Manalo St.  
 Ligid-Tipas, Taguig City 1638

Dear Ms. Binamira,

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

Contract Name	:	<b>Provision of One (1) Lot Preventive Maintenance Services for Airconditioning Units</b>
Purchase Request No.	:	<b>GAA-24-01-18551</b>
Purchase / Work Order No.	:	<b>24-02-019</b>
Total Contract Price	:	<b>₱424,400.00</b>
(inclusive of taxes, import duties and all other charges or fees)		
Total Contract Price in Words	:	<b>Four Hundred Twenty-Four Thousand Four Hundred Pesos</b>

Upon issuance of this Notice, your company, **ROSE AIRE ENTERPRISE 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.**  
 Director

Digitally signed  
 by Franz A. De Leon, Ph.D.  
 DN: cn=Franz A. De Leon, o=ASTI, ou=ASTI, email=franz@asti.dost.gov.ph

DATE OF ISSUANCE:

**FEB 22 2024**

RECEIVED BY:

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

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