



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>LOC&amp;STOR 24/7, INC.</b>	<b>PO No.:</b>	<b>24-05-105</b>
<b>Address:</b>	<b>286-B &amp; 760-A-2 Go Soc Warehouse No. 8, Bldg. 1238 Apolonio Samson, Balintawak, Quezon City 1106</b>	<b>PO Date:</b>	<b>May 22, 2024</b>
<b>TIN:</b>	<b>008-737-954-00004</b>	<b>Mode of Procurement:</b>	<b>NP-53.10 Lease of Real Property and Venue</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
1	Lot	<p><b>Lease of Storage Unit</b></p> <p>1. Background / Objectives.</p> <p>1.1. Lease of off-site storage unit to securely store and access various equipment, supplies and materials.</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. General.</p> <p>2.1.1. Lease shall be governed by applicable provisions of RA 9184 and its IRR in general, and Lease of Real Property and Venue in particular.</p> <p>2.2. Lease Factors.</p> <p>2.2.1. Location and Site Condition.</p> <p>2.2.1.1. Accessibility.</p> <p>2.2.1.1.1. Within 10 km driving distance from DOST-ASTI.</p> <p>2.2.1.1.2. 24/7 access to storage unit.</p> <p>2.2.1.2. Parking Space.</p> <p>2.2.1.2.1. Dedicated parking.</p> <p>2.2.1.2.2. Can accommodate vans and large trucks.</p> <p>2.2.1.3. Other added amenities.</p> <p>2.2.1.3.1. Elevated loading/unloading bay that can accommodate vans or trucks (Pass/Fail criteria, see Table of Rating Factors Lease of Storage Unit).</p> <p>2.2.2. Neighborhood Data.</p> <p>2.2.2.1. Prevailing rental rate.</p> <p>2.2.2.1.1. Prevailing rental rate of similar storage units within specified location for the space requirements under consideration.</p> <p>2.2.2.1.2. Maximum monthly rental rate of P20,000.00 per month for the space requirements</p>	1	P163,954.56	P163,954.56

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

under current consideration.

2.2.2.1.3. Maximum monthly rental rate may vary subject to future expansion or reduction of the leased space.

2.2.2.1.4. Maximum of one (1) month security deposit.

2.2.2.2. Property utilization.

2.2.2.2.1. Property operated as a storage unit facility.

2.2.3. Real Estate.

2.2.3.1. Structural condition: New and modern facilities.

2.2.3.2. Functionality.

2.2.3.2.1. Module.

2.2.3.2.1.1. Leased space type: Storage unit.

2.2.3.2.1.2. Wide storage unit doors for ingress/egress of items.

2.2.3.2.1.3. Adequate hallway width to move items.

2.2.3.2.2. Light and ventilation.

2.2.3.2.2.1. Lighted storage unit and hallways.

2.2.3.2.2.2. Adequate ventilation.

2.2.3.2.3. Space requirements.

2.2.3.2.3.1. One (1) storage unit of 18 sqm minimum space, preferably located on the ground floor (Pass/Fail criteria, see Table of Rating Factors Lease of Storage Unit).

2.2.3.2.3.2. Capacity and potential for space expansion.

2.2.3.3. Facilities.

2.2.3.3.1. Lighting system.

2.2.3.3.1.1. Provision for emergency lighting.

2.2.3.3.2. Elevator.

2.2.3.3.2.1. Multi-storey storage unit facilities are required to have a freight elevator of sufficient size, entrance, and loading capacity to transport items to the upper floors.

2.2.3.3.3. Fire escapes.

2.2.3.3.4. Firefighting equipment.

2.2.3.3.4.1. Fire detection and alarm system.

2.2.3.3.4.2. Fire suppression system: Portable and ceiling type.

2.2.3.4. Other requirements.

2.2.3.4.1. Maintenance.

2.2.3.4.1.1. Facility should be well maintained.

2.2.3.4.2. Attractiveness.

2.2.3.4.2.1. Facility should be reasonably appealing in appearance.

2.2.4. Free Services and Facilities.

2.2.4.1. Janitorial and security.

2.2.4.1.1. Leased storage unit accessible only by DOST-ASTI authorized personnel.

2.2.4.1.2. 24/7 on-site security guards.

2.2.4.1.3. Security and alarm system including Closed Circuit TV (CCTV).

2.2.4.1.4. Electronic security system to access facility.

2.2.4.1.5. DOST-ASTI, upon its request, shall be provided access to, or copies of, CCTV security footage and access logs related to its leased space, including monitored entry ways, approaches, or passages thereto.

2.2.4.1.6. Clean facilities with janitorial personnel.

2.2.4.2. Repair and maintenance.

2.2.4.2.1. Facility and storage units should be well-maintained.

2.2.4.2.2. Lessor is responsible for repairs to the leased space, as applicable.

2.2.4.3. Water and light consumption.

2.2.4.3.1. Water and light consumption charges are included in overall rental fee.

2.2.4.4. Secured parking space.

2.2.4.5. Facility Equipment.

2.2.4.5.1. Material handling equipment such as trolleys, pallet jack, pallet truck, ladders, and the like for use by DOST-ASTI to facilitate transport of items within the property.

2.3. Storage Unit Facility Information.

2.3.1. To facilitate proper assessment of the storage unit facilities the following information are requested:

2.3.1.1. Storage Unit Facility Type.

2.3.1.1.1. Indicate if Single-Storey or Multi-Storey facility.

2.3.1.2. Storage Unit Location.

2.3.1.2.1. Indicate if storage unit is located on the ground floor or on upper floors.

2.3.1.3. Capacity and Potential for Space Expansion.

2.3.1.3.1. List or summary of quantity of storage units within the facility (vacant and non-vacant)

2.3.1.3.2. List or summary of total storage unit dimensions/floor area within the facility (vacant and non-vacant).

The basic principle for assessing capacity and potential for space expansion is that storage unit facilities with many storage units and/or have a high total storage unit space have a higher probability of being able to provide space expansion options to a lessee at some future date, i.e., a currently vacant, or soon-to-be vacant, storage unit will meet the lessee's future space expansion requirements.

2.3.1.4. Elevator.

2.3.1.4.1. For multi-storey facilities provide elevator dimensions: Length (L), Width (W), Height (H), preferably in metric units (meter or centimeter).

2.3.2. If the requested information is not submitted, or cannot be independently obtained, then penalty provisions for assessing points in the Lease of Storage Unit Table of Rating Factors will apply.

2.3.3. DOST-ASTI reserves the right to inspect the storage unit facility during, and as part of, bid evaluation.

2.4. Lease Period.

2.4.1. Lease Start Date: 22 April 2024 (earliest).

2.4.1.1. Lease Start Date will be reckoned to actual turnover of leased space to DOST-ASTI.

2.4.2. Lease End Date: 31 December 2024.

2.4.3. Lease contract amount will be prorated/adjusted to the actual Lease Start Date, with consideration to other related fixed charges such as administrative fee, security deposit, and the like.

2.4.4. Unless otherwise terminated lease

automatically renews monthly until the Lease End Date.

2.5. Renewal.

2.5.1. DOST-ASTI may renew the lease contract subject to existing and applicable provisions.

2.6. Expansion or Reduction of the Leased Space.

2.6.1. For efficiency and economy, during the effectivity of the contract, or upon its renewal, the DOST-ASTI may consider the expansion or reduction of the space provided by the existing lessor, provided that the leased premises can accommodate the space requirements of the DOST-ASTI in case of expansion, based on the need of the DOST-ASTI and the best way by which such need may be addressed and satisfied, subject to existing budgeting, accounting and auditing rules.

2.7. Termination of Lease.

2.7.1. DOST-ASTI reserves the right to terminate the lease at any time during the duration of the current contract and upon DOST-ASTI's issuance of at least 15 days' notice.

2.7.2. Balance of lease/rental payments, as applicable, will be prorated/adjusted to the date/month, as applicable, that the leased space has been vacated.

2.7.3. Balance of security deposit and any other reimbursable funds, if any, shall be refunded to DOST-ASTI within 30 calendar days after the leased space has been vacated.

2.8. Amendments.

2.8.1. Any amendment to the lease contract during the duration of the lease shall be made in writing, either electronically or non-electronically, subject to existing and applicable provisions.

2.9. Other.

2.9.1. Provision and supply to DOST-ASTI of one (1) heavy duty padlock with two (2) keys to secure the storage unit.

3. Delivery and Payment.

3.1. Delivery.

3.1.1. Turnover of leased space to DOST-ASTI within five (5) calendar days from issuance of Notice to Proceed (NTP).

3.1.2. Should the delivery date deadline fall on a non-working day, such as a weekend, non-working holiday, or work suspension, then the delivery date deadline shall be adjusted to the following working day.

3.2. Bid price shall be inclusive of taxes, charges, and all other related fees.

3.3. Payment Terms.

3.3.1. Payment of related initial fixed upfront costs, fees, charges, deposits and the like, as applicable.

3.3.2. Monthly lease/rental payments.

3.3.3. Prescribed government terms.

*(Please see attached quotation.)*

**TOTAL:**

**P163,954.56**

**(Total Amount in Words)**

**One Hundred Sixty-Three Thousand Nine  
Hundred Fifty-Four Pesos and Fifty-Six Centavos  
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  
Franz A. De Leon  
DN: cn=Franz A. De Leon

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

<b>Fund Cluster:</b>	01	<b>ORS / BURS No.:</b>	0110102024-05-000399
		<b>ORS / BURS Date:</b>	MAY 22, 2024
<b>Funds Available:</b>	Php 103,959.56	<b>Amount:</b>	₱ 103,959.56
 <b>GAY CONCEPCION S. BUGAGAO</b> Accountant III			



22 May 2024

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

**Mr. ABRAHAM PILAPIL I**  
 Authorized Representative  
**LOC&STOR 24/7, INC.**  
 286-B & 760-A-2 Go Soc Warehouse No. 8  
 Bldg. 1238 Apolonio Samson  
 Balintawak, Quezon City 1106

Dear Mr. Pilapil,

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

Contract Name	: <u>Supply and Delivery of One (1) Lot Lease of Storage Unit</u>
Purchase Request No.	: <u>GAA-24-03-18868</u>
Purchase / Work Order No.	: <u>24-05-105</u>
Total Contract Price	: <u>₱163,954.56</u>
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: <u>One Hundred Sixty-Three Thousand Nine Hundred Fifty-Four Pesos and Fifty-Six Centavos</u>

Upon issuance of this Notice, your company, **LOC&STOR 24/7, 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 Benjamin R. Lara

DATE OF ISSUANCE:

24 MAY 2024

RECEIVED BY:

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

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