



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:	FULL TORQUE CARWASH AND AUTO DETAILING SERVICES	PO No.:	24-06-127
Address:	1124 Chino Roces Ave., Brgy. La Paz, Makati City 1204	PO Date:	June 10, 2024
TIN:	224-182-397-000	Mode of Procurement:	NP-53.9 Small Value Procurement

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>Full Detailing of ASTI Vehicles</p> <p>1. BACKGROUND AND OBJECTIVES</p> <p>1.1. DOST-ASTI is seeking qualified and competent service provider for the full detailing of DOST-ASTI Vehicle Nissan Urvan White with Property No. No. 00-18-214-001-0004-00041, Nissan Urvan Grey with Property No. 1.1.5, Ford EcoSport with Property No. 00-18-241-001-0005-00079, and Toyota Innova with Property No. 1.1.4. Said service is to deep clean the vehicle to maintain its luster, engine's performance, and longevity.</p> <p>1.2. The Approved Budget for the Contract is inclusive of all applicable government taxes and other charges.</p> <p>2. SCOPE OF WORK</p> <p>2.1. Full Detailing</p> <p>2.1.1. Exterior Detailing</p> <p>2.1.1.1. Premium wash</p> <p>2.1.1.2. Degrimming</p> <p>2.1.1.3. Acid rain removal on body and glass</p> <p>2.1.1.4. Three (3)-step wax</p> <p>2.1.1.5. Paint correction</p> <p>2.1.1.6. Swirl marks and hairlines removal</p> <p>2.1.2. Interior Detailing</p> <p>2.1.2.1. Carpet and chair removal for cleaning</p> <p>2.1.2.2. Sidings cleaning</p> <p>2.1.2.3. Dashboard cleaning</p> <p>2.1.2.4. Leather cleaning (for leather seats)</p> <p>2.1.2.5. Headliner cleaning</p> <p>2.1.2.6. Door jamb & hinges cleaning</p> <p>2.1.2.7. Trunk compartment cleaning</p> <p>2.1.2.8. Steering wheel gear box, side doors (wiping)</p> <p>2.1.2.9. Bac to zero (fogging)</p> <p>2.1.3. Engine Wash</p> <p>2.1.4. Under Wash</p>	1	P49,000.00	P49,000.00

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

	<p>2.2. The Supplier shall provide and do all necessary work not explicitly specified in the technical specifications but are essential to the project's completion and as per the end-user's direction.</p> <p>3. DELIVERY AND PAYMENT TERMS</p> <p>3.1. Delivery: Service must be completed within three (3) working days for every vehicle upon turnover by DOST-ASTI to the service center.</p> <p>3.2. Payment shall be processed only upon certification/acceptance by the End-user that the services are rendered in accordance with the terms of this Contract and are inspected and accepted. No payment shall be made for service/s not yet rendered under this Contract.</p> <p>(Please see attached quotation.)</p>			
			TOTAL:	P49,000.00
(Total Amount in Words)			Forty-Nine 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

(Date)

Fund Cluster:	01	ORS / BURS No.: 0101012029-06-000498
Funds Available:	Php 49,000.00	ORS / BURS Date: JUNE 11, 2024
		Amount: ₱ 49,000.00
 GAY CONCEPCION S. BUGAGAO Accountant III		



10 June 2024

NOTICE TO PROCEED
ALTERNATIVE MODE OF PROCUREMENT

Mr. RYAN SANGA
 Manager
FULL TORQUE CARWASH AND AUTO DETAILING SERVICES
 1124 Chino Roces Ave., Brgy. La Paz
 Makati City 1204

Dear Mr. Sanga,

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

Contract Name	:	Provision of One (1) Lot Full Detailing of ASTI Vehicles
Purchase Request No.	:	GAA-24-04-19050
Purchase / Work Order No.	:	24-06-127
Total Contract Price	:	P49,000.00
(inclusive of taxes, import duties and all other charges or fees)		
Total Contract Price in Words	:	Forty-Nine Thousand Pesos

Upon issuance of this Notice, your company, **FULL TORQUE CARWASH AND AUTO DETAILING SERVICES** 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
 DN: cn=Franz A.
 De Leon

DATE OF ISSUANCE:

18 JUN 2024

RECEIVED BY:

 Signature over Printed Name

 Date and Time