



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:	THORITA TRANSPORT SERVICES	PO No.:	24-06-141
Address:	Buno Bldg. Kinatawan Road, Brgy. Tenejero, Balanga City, Bataan, 2100	PO Date:	June 21, 2024
TIN:	212-046-854-00000	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:	Per end-user's schedule
Date of Delivery:	_____	Payment Term:	Government Terms
		Warranty Term:	_____

Stock / Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	Lot	<p>Vehicle Rental Service for Station Maintenance Activities</p> <p>1. OVERVIEW</p> <p>1.1. The DOST-ASTI is seeking qualified and competent bidders for the SUPPLY AND DELIVERY OF ONE (1) LOT OF VEHICLE RENTAL SERVICES to be used for multiple trips within Metro Manila, Cavite and Rizal, for twelve (12) days, for the maintenance of POTEKA Stations.</p> <p>1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL REQUIREMENTS</p> <p>2.1. Vehicle Type</p> <p>2.1.1. Regular air-conditioned van;</p> <p>2.1.2. Can at least fit six (6) persons; and</p> <p>2.1.3. Must be able to fit 1.6 m x 1.6 m equipment to transport to the sites.</p> <p>2.2. Target Destinations and Tentative Schedule of Travel</p> <p>2.2.1. Travel Period: June to July 2024</p> <p>2.2.2. Schedule of travel per destination</p> <p>Target date: June 24</p> <p>Target Destination: Pasay and Taguig</p> <p>2.2.2.1. CAAP, Pasay</p> <p>2.2.2.2. NAMRIA, Taguig</p> <p>Target date: June 28</p> <p>Target Destination: Pasig and Pateros</p> <p>2.2.2.3. RAVE, Pasig</p> <p>2.2.2.4. E. Library, Pateros</p> <p>Target date: July 5</p> <p>Target Destination: Rizal</p> <p>2.2.2.5. MMDA Tapayan</p> <p>Target date: July 8</p> <p>Target Destination: Malabon, Pasay and Manila</p> <p>2.2.2.6. MMDA Catmon, Malabon</p> <p>2.2.2.7. MMDA Libertad, Pasay</p>	1	P60,000.00	P60,000.00

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

2.2.2.8. MMDA Balut, Manila

Target date: July 10

Target Destination: Muntinlupa

2.2.2.9. Colegio de Muntinlupa

2.2.2.10. Bayanan Elementary School

Target date: July 12

Target Destination: Parañaque and

Taguig

2.2.2.11. Greenheights Subdivision,

Parañaque

2.2.2.12. DOST Main

Target date: July 15

Target Destination: Pasig and Marikina

2.2.2.13. MMDA EFCOS

2.2.2.14. Tañong Barangay Hall,

Marikina

Target date: July 17

Target Destination: Bacoor, Cavite

2.2.2.15. Sinaguelasan Barangay Hall

2.2.2.16. University of Perpetual Help

System DALTA

Target date: July 19

Target Destination: Mandaluyong and San

Juan

2.2.2.17. C3 Building, Mandaluyong

2.2.2.18. Xavier School, San Juan

Target date: July 22

Target Destination: Quezon City

2.2.2.19. La Mesa Ecopark

2.2.2.20. FEU Diliman

Target date: July 24

Target Destination: Taguig and Imus,

Cavite

2.2.2.21. Technological University of the

Philippines

2.2.2.22. Anabu 1-B Fire Station

Target date: July 26

Target Destination: Valenzuela

2.2.2.23. Pariancillo Villa

2.3. Driver

2.3.1. Driver/s must have a valid professional driver's license with restriction codes at least 1 and 2.

2.3.2. Driver/s must be fully vaccinated against COVID-19 and follow the minimum health protocols.

2.3.3. All benefits due to the driver shall be for the account of the service provider.

2.4. Other Terms and Conditions

2.4.1. Rental costs are inclusive of driver's fees, meals, accommodation, toll fees, parking fees, and gasoline, among others.

2.4.2. The service provider is required to submit a breakdown of the quotation which must indicate the rental rate per day. The service provider must give a rate per day for the said province. The said rate per day is not subject to change.

2.4.3. The schedule of the trip, as reflected in 2.2, is executory upon the perfection of the contract and issuance of the Notice to Proceed (NTP) unless otherwise re-scheduled or canceled by the end-user for any justifiable causes.

2.4.3.1. If delays or rescheduling are likely to be incurred, the end-user unit shall notify the DOST-ASTI Procurement Management Section (PMS) within three (3) days before the schedule. Within the same three (3)-day period, the end-user shall justify the delay or rescheduling to the Head


	<p>of the Procuring Entity in writing stating its cause/s and the new trip schedule. Afterwhich, the DOST-ASTI PMS shall issue a letter to the service provider.</p> <p>2.4.3.2. The trip shall only be rescheduled seven times and consumed within two (2) months reckoned from perfection of contract and/or issuance of NTP.</p> <p>3. PAYMENT TERMS</p> <p>3.1. Price is inclusive of government taxes and other charges.</p> <p>3.2. Progress billing arrangement.</p> <p>3.3. Payment shall be made upon certification and acceptance of the end-user of the service rendered. No payment shall be made for services not yet rendered.</p> <p>(Please see attached quotation.)</p>		
			TOTAL: P60,000.00
(Total Amount in Words)		Sixty 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:	<u>01</u>	ORS / BURS No.:	<u>011010029-06-000510</u>
		ORS / BURS Date:	<u>JUNE 24, 2024</u>
Funds Available:	<u>Php 60,000.00</u>	Amount:	<u>₱ 60,000.00</u>
 GAY CONCEPCION S. BUGAGAO Accountant III			



21 June 2024

NOTICE TO PROCEED
 ALTERNATIVE MODE OF PROCUREMENT

Mr. CHRISTOPHER B. CERVEZA
 President/COO
THORITA TRANSPORT SERVICES
 Buno Bldg. Kinatawan Road
 Brgy. Tenejero, Balanga City
 Bataan, 2100

Dear Mr. Cerveza,

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

Contract Name	: Supply and Delivery of One (1) Lot Vehicle Rental Service for Station Maintenance Activities
Purchase Request No.	: GAA-24-05-19162
Purchase / Work Order No.	: 24-06-141
Total Contract Price	: ₱60,000.00
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: Sixty Thousand Pesos

Upon issuance of this Notice, your company, **THORITA TRANSPORT 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, o=DOST

DATE OF ISSUANCE:

01 JUL 2024

RECEIVED BY:

 Signature over Printed Name

 Date and Time