



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:	SHAYNE PORTE BAUTISTA TRAVEL AND TOURS	PO No.:	24-07-178
Address:	JP Rizal St. Brgy 1, Calamba City, Laguna	PO Date:	July 31, 2024
TIN:	484-749-532-000	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:	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 for MASID 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 Region III and National Capital Region, for nine (9) days, for the maintenance and troubleshooting of MASID 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. Must be able to fit equipment to transport to the sites. Some of its chairs will be removed, if necessary.</p> <p>2.1.3. Clean interior/exterior and free from insects, dust, and unpleasant odor.</p> <p>2.1.4. The vehicle must be disinfected every other use.</p> <p>2.2. Target Destinations and Schedule of Travel</p> <p>2.2.1. Travel Period: August 2024</p> <p>2.2.2. Schedule of Travel per Destination</p> <p>2.2.2.1. Target Date: 01 August 2024</p> <p>2.2.2.2. Target Destinations: Taguig, Quezon City, and Pasig City</p> <p>2.2.2.2.1. DOST-ASTI, C.P. Garcia Avenue, U.P. Diliman, Quezon City</p> <p>2.2.2.2.2. MMDA Office, Pasig City</p> <p>2.2.2.2.3. Tuktukan Bridge, Taguig City</p> <p>2.2.2.2.4. Levi Mariano Bridge, Taguig City</p> <p>2.2.2.2.5. Bambang Sta. Ana, Taguig City</p>	1	₱49,600.00	₱49,600.00

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

2.2.2.2.6. MMDA Office, Pasig City
 2.2.2.2.7. DOST-ASTI, C.P. Garcia Avenue, U.P. Diliman, Quezon City
 2.2.2.3. Target Date: 05 August 2024
 2.2.2.4. Target Destinations: Pateros, Quezon City, and Pasig City
 2.2.2.4.1. DOST-ASTI, C.P. Garcia Avenue, U.P. Diliman, Quezon City
 2.2.2.4.2. MMDA Office, Pasig City
 2.2.2.4.3. Ilugin Creek, Pasig City
 2.2.2.4.4. Aguho Bridge, Pateros
 2.2.2.4.5. MMDA Office, Pasig City
 2.2.2.4.6. DOST-ASTI, C.P. Garcia Avenue, U.P. Diliman, Quezon City
 2.2.2.5. Target Date: August 7, 2024
 2.2.2.6. Target Destinations: Pasay City, Makati City, Parañaque, Quezon City, and Pasig City
 2.2.2.6.1. DOST-ASTI, C.P. Garcia Avenue, U.P. Diliman, Quezon City
 2.2.2.6.2. MMDA Office, Pasig City
 2.2.2.6.3. Tripa de Galina PS, Pasay City
 2.2.2.6.4. Libertad PS, Pasay City
 2.2.2.6.5. Buendia Trash Rake, Makati City
 2.2.2.6.6. Kaingin Bridge, Parañaque
 2.2.2.6.7. MMDA Office, Pasig City
 2.2.2.6.8. DOST-ASTI, C.P. Garcia Avenue, U.P. Diliman, Quezon City
 2.2.2.7. Target Date: August 9, 2024
 2.2.2.8. Target Destinations: Quezon City and Pasig City
 2.2.2.8.1. DOST-ASTI, C.P. Garcia Avenue, U.P. Diliman, Quezon City
 2.2.2.8.2. MMDA Office, Pasig City
 2.2.2.8.3. E. Rodriguez Bridge, Quezon City
 2.2.2.8.4. G. Araneta, Quezon City
 2.2.2.8.5. Quezon Ave. Bridge, Quezon City
 2.2.2.8.6. Aurora Bridge, Quezon City
 2.2.2.8.7. MMDA Office, Pasig City
 2.2.2.8.8. DOST-ASTI, C.P. Garcia Avenue, U.P. Diliman, Quezon City
 2.2.2.9. Target Date: 12 August 2024
 2.2.2.10. Target Destinations: Valenzuela City, Quezon City, and Pasig City
 2.2.2.10.1. DOST-ASTI, C.P. Garcia Avenue, U.P. Diliman, Quezon City
 2.2.2.10.2. MMDA Office, Pasig City
 2.2.2.10.3. Tullahan Commonwealth, Quezon City
 2.2.2.10.4. Polo Bridge, Valenzuela City
 2.2.2.10.5. MMDA Office, Pasig City
 2.2.2.10.6. DOST-ASTI, C.P. Garcia Avenue, U.P. Diliman, Quezon City
 2.2.2.11. Target Date: 14 August 2024
 2.2.2.12. Target Destinations: Bulacan
 2.2.2.12.1. DOST-ASTI, C.P. Garcia Avenue, U.P. Diliman, Quezon City
 2.2.2.12.1.1. Laura de Leon Halili High School, Doña Remedios Trinidad
 2.2.2.12.2. Baras Elementary School, Doña Remedios Trinidad
 2.2.2.12.3. Maputi (Sitio Numero Dos Camachin), Doña Remedios Trinidad
 2.2.2.12.4. DOST-ASTI, C.P. Garcia Avenue, U.P. Diliman, Quezon City

2.2.2.13. Target Date: 16 August 2024
2.2.2.14. Target Destinations: Bulacan
2.2.2.14.1. DOST-ASTI, C.P. Garcia Avenue, U.P. Diliman, Quezon City
2.2.2.14.2. Sto. Cristo Bridge, Pulilan
2.2.2.14.3. NLEX, Pulilan
2.2.2.14.4. DOST-ASTI, C.P. Garcia Avenue, U.P. Diliman, Quezon City
2.2.2.15. Target Date: 27 August 2024
2.2.2.16. Target Destinations: Bulacan
2.2.2.16.1. DOST-ASTI, C.P. Garcia Avenue, U.P. Diliman, Quezon City
2.2.2.16.2. Sta. Lucia Bridge, Bustos
2.2.2.16.3. Bustos Dam, Bustos
2.2.2.16.4. San Rafael Bridge, Bustos
2.2.2.16.5. DOST-ASTI, C.P. Garcia Avenue, U.P. Diliman, Quezon City
2.2.2.17. Target Date: 29 August 2024
2.2.2.18. Target Destinations: Bulacan
2.2.2.18.1. DOST-ASTI, C.P. Garcia Avenue, U.P. Diliman, Quezon City
2.2.2.18.2. Angat Dam, Angat, Bulacan
2.2.2.18.3. DOST-ASTI, C.P. Garcia Avenue, U.P. Diliman, Quezon City

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 schedules of the trips, as reflected in 2.2, are 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 of the Procuring Entity in writing stating its cause/s and the new trip schedule. After which, the DOST-ASTI PMS shall issue a letter to the service provider.

2.4.3.2. The trip shall only be rescheduled four (4) times and consumed within two (2) months reckoned from perfection of contract and/or issuance of NTP.

3. PAYMENT TERMS

3.1. Price is inclusive of government taxes and other charges.

3.2. 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. (Please see attached quotation.)			
			TOTAL:	₱49,600.00
(Total Amount in Words)			Forty-Nine Thousand Six Hundred 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. *B. De Leon*

Director, DOST-ASTI

Digitally signed
by Benjamin R. Lara

(Date)

Fund Cluster:	01	ORS / BURS No.:	021011012024-07-000012
Funds Available:	₱49,600.00	ORS / BURS Date:	JULY 31, 2024
		Amount:	₱ 49,600.00
 GAY CONCEPCION S. BUGAGAO Accountant III			



31 July 2024

NOTICE TO PROCEED
ALTERNATIVE MODE OF PROCUREMENT

Ms. SHAYNE P. BAUTISTA
 Proprietor
SHAYNE PORTE BAUTISTA TRAVEL AND TOURS
 460 L.E. JP Rizal St.
 Brgy. 1 Crossing
 Calamba, Laguna

Dear Ms. Bautista,

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

	Contract Name	: Supply and Delivery of One (1) Lot Vehicle Rental for MASID Activities
	Purchase Request No.	: GAA-24-07-19526
	Purchase / Work Order No.	: 24-07-178
	Total Contract Price	: Php 49,600.00
(inclusive of taxes, import duties and all other charges or fees)	Total Contract Price in Words	: Forty Nine Thousand Six Hundred Pesos

Upon issuance of this Notice, your company, **SHAYNE PORTE BAUTISTA TRAVEL AND TOURS** 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. Digitally signed by Franz A. De Leon
 Director

DATE OF ISSUANCE:

JUL 31 2024

RECEIVED BY:

 Signature over Printed Name

 Date and Time

Postal Address : ASTI Bldg. UP 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
 Fax No.: +632 8249-9764

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