

10 2024-08-0008
 ORS 2024-08-00654



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:	SEVEN CROWNS TOUR AND EVENTS MANAGEMENT	PO No.:	24-08-182
Address:	422A Gomezville Suites, Unit 5Q, Gomez St., Addition Hills, Mandaluyong City 1550	PO Date:	August 13, 2024
TIN:	247-053-490-00000	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:	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>Procurement of Services of Tour Operator and/or Travel/Tour Agency for the Conduct of Site Visit: Performance Excellence Assessment at DOST-Advanced Science and Technology Institute</p> <p>1. BACKGROUND AND OBJECTIVES</p> <p>1.1The Advanced Science and Technology Institute (herein referred as to the "Institute") is in need of services of a local tour operator or travel agency in the Philippines engaged in the business of providing tours (roundtrip airfare tickets, airport assistance/transfers, vehicle rental, and hotel accommodation) in connection with the conduct of Site Visit for Performance Excellence Assessment at the Institute.</p> <p>1.2The Institute is responsible for meeting the logistical requirements of five (5) guests (four (4) of whom are members of the Team of Assessors and one (1) is a representative of the Development Academy of the Philippines (DAP), who are traveling from various regions in the country to the Institute's facility).</p> <p>1.3The Approved Budget for the Contract is inclusive of all applicable government taxes and services charges.</p> <p>2. MINIMUM REQUIREMENTS</p> <p>2.1A Philippine-based registered Tour Operator/Travel Agency;</p> <p>2.2Must abide to the Memorandum Circular on the Health and Safety Guidelines Governing the Operations of Travel and Tour Agencies and Tour Guides under the New Normal;</p> <p>2.3 Must be accredited by the Philippine Government Electronic Procurement System (PhilGEPS);</p> <p>2.4 Must allow flexible rebooking dates for accommodation with no additional charges, if</p>	1	P136,738.10	P136,738.10

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

- applicable;
- 2. Must show the breakdown of expenses on the submitted proposal and the final Statement of Account; and
- 2. Willing to provide services on send-bill arrangement.

SPECIFICATIONS/SCOPE

- 3.1 Roundtrip Air Travel for two (2) pax from different regions in the Philippines
 - 3.1.1 Arrival: August 18, 2024
 - 3.1.1.1 Biliran Province, Eastern Visayas to hotel accommodation in Quezon City (August 18)
 - 3.1.1.2. Bukidnon Province, Northern Mindanao to hotel accommodation in Quezon City (August 18)
 - 3.1.1.3. Must arrive at 2:00 PM onwards at hotel accommodation in Quezon City
 - 3.1.1.4 Baggage Allowance: Standard/Minimum baggage allowance of airline
 - 3.1.1.5. Restrictions: Refundable, rebookable (subject to applicable fees)
 - 3.1.1.6. Ticket Inclusions: Airport terminal fees, Philippine Travel Tax, government taxes and service fees
 - 3.1.1.7. Exclusions: Pre-seat assignment (if with a fee), meal/s not covered by ticket cost, additional baggage allowance (event coordinator shall inform the supplier should there be requests for additional baggage allowance), insurance
 - 3.1.2 Departure: August 22, 2024
 - 3.1.2.1 Hotel Accommodation of two (2) pax in Quezon City to NAIA (August 22)
 - 3.1.2.2. Must depart at 12:00 NN at hotel accommodation in Quezon City
 - 3.1.2.3 Baggage Allowance: Standard/Minimum baggage allowance of airline
 - 3.1.2.4. Restrictions: Refundable, rebookable (with no additional fees)
 - 3.1.2.5. Ticket Inclusions: Airport terminal fees, Philippine Travel Tax, government taxes and service fees
 - 3.1.2.6. Exclusions: Pre-seat assignment (if with a fee), meal/s not covered by ticket cost, additional baggage allowance (event coordinator shall inform the supplier should there be requests for additional baggage allowance), insurance
- 3.2 Land Transfers and Transportation
 - 3.2.1 Must provide one (1) fully air-conditioned van with 10 to 13 seating capacity that is safe and roadworthy.
 - 3.2.2 Two-way airport transfers for five (5) pax from Ninoy Aquino International Airport (NAIA) to DAP to hotel accommodation in Quezon City (arrival and departure)
 - 3.2.2.1 From NAIA, transport the (2) passengers to the DAP in Pasig City to pick up the three (3) Metro Manila-based passengers, then proceed to the hotel.
 - 3.2.2.2. From hotel accommodation in Quezon City, transfer the three Metro Manila-based passengers to the DAP in Pasig City (August 21) and the two passengers to NAIA (August 22).
 - 3.2.3. Inclusive of: Driver, driver's meals, fuel, parking, toll fees, driver's fee, etc.
 - 3.2.4. Should provide immediate change of vehicle in case of breakdown, without additional cost.
- 3.3 Hotel Accommodation (at least with three-star rating)
 - 3.3.1 Guests: Five (5) pax

- 3.3.2 Provision of single-occupancy hotel accommodation with daily breakfast for five (5) pax
- 3.3.3 Five (5) Single Occupancy Room
 - 3.3.3.1 Three (3) out of Five (5) Single Occupancy Rooms are for four (4) days and three (3) nights.
 - 3.3.3.2 Two (2) out of Five (5) Single Occupancy Rooms are for five (5) days and four (4) nights.
 - 3.3.3.3 Good standard, i.e., no leaks and unsightly markings in beds/beddings/ceilings, etc.
 - 3.3.3.4 Air-conditioned, quiet, sanitized based on safety and health protocols for COVID-19 and with provision of sanitation kit per guest
 - 3.3.3.5 Breakfast must be included
 - 3.3.3.6 With free and stable Wi-Fi
 - 3.3.3.7 Hotel location is preferably 2-4km from DOST-ASTI
 - 3.3.3.8 Should be open for cancellation of room booking once not occupied by the participants without cost, provided notice is given within two (2) days before check-in date; and
 - 3.3.3.9 Inclusion of free access to all facilities and amenities within the hotel/resort.
- 3.4 Outside Meals for five (5) guests
 - 3.4.1 Day 1 (August 18, 2024) – Late Lunch and Dinner at restaurant nearby the hotel
 - 3.4.2 Day 2 (August 19, 2024) –Dinner at restaurant nearby the hotel
 - 3.4.3 Day 3 (August 20, 2024) – Dinner at restaurant nearby the hotel
 - 3.4.4 Day 4 (August 21, 2024) –Dinner at restaurant nearby the hotel
 - 3.4.5 Day 5 (August 22, 2024) – Early lunch/packed lunch with drinks for 2 pax before hotel check-out
 - 3.4.6 Avoid use of plastic utensils
- 3.5 Must provide at least one (1) coordinator on the field to assist the group for the services availed.
 - 3.5.1 The transportation and other miscellaneous expenses of the coordinator shall be borne by the winning bidder/supplier.

4. OTHER DETAILS

- 4.1 The Institute shall coordinate the final schedule to the Supplier (Travel Agency).
- 4.2 The Institute shall provide the initial confirmed guest/s on or before 12 August 2024 including passport/ID details etc.
- 4.3 Supplier (Travel Agency) should email confirmed booking to event organizer and passenger once e-ticket has been confirmed, including transfer details
- 4.4 Supplier (Travel Agency) must secure/arrange airport transfers of all confirmed guests, including airport assistance, directions/instructions on how participants would be able to locate the contracted transport service, immigration desk, baggage, customs counter etc.
- 4.5 Contracted Transport service by the supplier must arrive at least one (1) hour before the scheduled Airport arrival and hotel departure.

5. PRICE AND PAYMENT

- 5.1 Terms of payment to the winning bidder shall be in accordance with the government procedure (send bill arrangement). Failure to comply with the terms and conditions of the contract will result in

the payment of corresponding penalties and liquidated damages pursuant to the 2016 revised IRR of RA No. 9184.

5.2 Final payment shall be based on the actual number of personnel who attended.

5.3 In the event of force majeure, DOST-ASTI has the right to terminate the contract when, that occurs due to force majeure, the supplier is unable to deliver or perform any or all of the Goods and Services pursuant to the 2016 revised IRR of RA No. 9184.

CONTACT PERSON

6.1 Donabel Norei M. Soriano

6.2 Address: DOST-ASTI Bldg., UP Technology Park Complex, C.P. Garcia Avenue, Diliman, Quezon City

6.3 Email Address: donabelnorei.magsino@asti.dost.gov.ph

(Please see attached quotation.)

TOTAL: P136,738.10

(Total Amount in Words)


One Hundred Thirty Six Thousand Seven Hundred Thirty Eight Pesos and Ten 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
by Bayani
Benjamin R. Lar...

(Date)

Fund Cluster:	<u>01</u>	ORS / BURS No.:	<u>02101012024-08-000654</u>
Funds Available:	<u>Php 136,738.10</u>	ORS / BURS Date:	<u>AUGUST 13, 2024</u>
		Amount:	<u>₱ 136,738.10</u>
 GAY CONCEPCION S. BUGAGAO Accountant III			



13 August 2024

NOTICE TO PROCEED
ALTERNATIVE MODE OF PROCUREMENT

Ms. IVY MAUREEN M. CANOSA
 General Manager
SEVEN CROWNS TOUR AND EVENTS MANAGEMENT
 422A Gomezville Suites, Unit 5Q
 Gomez St., Addition Hills
 Mandaluyong City 1550

Dear Ms. Canosa,

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

Contract Name	: One (1) Lot Procurement of Services of Tour Operator and/or Travel/Tour Agency for the Conduct of Site Visit: Performance Excellence Assessment at DOST-Advanced Science and Technology Institute
Purchase Request No.	: GAA-24-07-19692
Purchase / Work Order No.	: 24-08-182
Total Contract Price	: Php 136,738.10
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: One Hundred Thirty Six Thousand Seven Hundred Thirty Eight Pesos and Ten Centavos

Upon issuance of this Notice, your company, **SEVEN CROWNS TOUR AND EVENTS MANAGEMENT** 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

B. Lara
 Digitally signed
 by Bayani
 Benjamin R. Lara

DATE OF ISSUANCE:

AUG 14 2024

RECEIVED BY:

 Signature over Printed Name

 Date and Time

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