



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:	ROSE AIRE ENTERPRISE INC.	PO No.:	24-08-190
Address:	RAE Bldg., #13 F. Manalo St., Ligid-Tipas, Taguig City 1638	PO Date:	August 29, 2024
TIN:	009-181-069-000	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:	Fourteen (14) calendar days upon issuance of NTP
Date of Delivery:	_____	Payment Term:	Government Terms
		Warranty Term:	_____

Stock / Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	Lot	<p>Repair of Various Air Conditioning Unit</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is seeking qualified and competent service provider for the Repair of Air-conditioning Unit, specifically Hyundai 2.0TR Ceiling Mounted with Property No. 01-21-605-020-00026 located at OD Boardroom, Koppel 5.0TR Floor Mounted with Property No. 00-18-250-001-0021-00080 located at OD Staff Room, Koppel 5.0TR Ceiling Mounted with Property No. 00-18-250-001-0021-00082 located at KMD Staff Area, Kolin 5.0TR Floor Mounted with Property No. 00-18-250-001-0021-00085 located at NOC Server Room. Said repair is essential in order to avoid further damage and decline in the air-conditioning performance of the units.</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 WORKS</p> <p>2.1. Supply of materials, labor and technical expertise for the repair of refrigerant line and system of Airconditioning Unit on OD Boardroom, OD Staff Room, KMD Staff Area, and NOC Server Room.</p> <p>2.1.1. Repair of Refrigerant Line and System</p> <p>2.1.1.1. Isolate power supply to the unit</p> <p>2.1.1.2. Installation of access valve</p> <p>2.1.1.3. Pressure Testing of the system</p> <p>2.1.1.4. Evacuate the system of refrigerant using vacuum pump and find existing leaks</p> <p>2.1.1.5. Repair of leak on the system</p> <p>2.1.1.6. Start up and full charging of refrigerant</p> <p>2.2 Supply of materials, labor and technical</p>	1	P96,191.00	P96,191.00

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>expertise for Pull down of Evaporator Coil and Replacement of Low-Pressure Switch of Airconditioning Unit on OD Staff Room.</p> <p>2.2.1. Pull Down of Evaporator Coil</p> <p>2.2.1.1. Repair and cleaning of Evaporator Coil</p> <p>2.2.2. Replacement of Low-Pressure Switch</p> <p>2.3. Cleaning of the working areas</p> <p>2.4. Submit service report and recommendation</p> <p>2.5. Actual inspections must have been conducted by the service provider prior to actual repair of the air-conditioning unit.</p> <p>2.6. Supply of all necessary accessories and appurtenances but not specifically mentioned herein but are considered standard issue and necessary to complete the repair of the air-conditioning unit shall be reported and provided with quotation and recommendation.</p> <p>3. WARRANTY</p> <p>3.1. The repair must carry at least three (3) months warranty for parts and services.</p> <p>3.2. Warranty service shall commence only from the date of completion of repair.</p> <p>4. DELIVERY and PAYMENT TERMS</p> <p>4.1. Repair must be completed within fourteen (14) calendar days upon issuance of Notice to Proceed.</p> <p>4.2. 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:	₱96,191.00
(Total Amount in Words)		Ninety Six Thousand One Hundred Ninety One 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

Digitally signed by Franz A. De Leon on 2024.09.02 10:00:00 +0800

(Date)

Fund Cluster:	01	ORS / BURS No.: 021011012024-09-000701
Funds Available:	₱ 96,191.00	ORS / BURS Date: September 02, 2024
		Amount: ₱ 96,191.00
<p> GAY CONCEPCION S. BUGAGAO Accountant III</p>		



29 August 2024

NOTICE TO PROCEED
ALTERNATIVE MODE OF PROCUREMENT

Ms. JOLINA F. BINAMIRA
 Head Engineer
ROSE AIRE ENTERPRISE INC.
 RAE Bldg., #13 F. Manalo St.
 Ligid-Tipas
 Taguig City 1638

Dear Ms. Binamira,

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

Contract Name	: Provision of One (1) Lot Repair of Various Air Conditioning Units
Purchase Request No.	: GAA-24-07-19614
Purchase / Work Order No.	: 24-08-190
Total Contract Price	: Php 96,191.00
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: Ninety Six Thousand One Hundred Ninety One Pesos

Upon issuance of this Notice, your company, **ROSE AIRE ENTERPRISE 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 Bayani
 Benjamin R. Laza

DATE OF ISSUANCE:

04 SEP 2024

RECEIVED BY:

 Signature over Printed Name

 Date and Time

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