



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:	7SQ OPC	PO No.:	ROAMER-24-11-014
Address:	Tukod Cor. Sapang Pahalang, San Rafael, Bulacan	PO Date:	November 08, 2024
TIN:	640-973-462-00000	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:	ASIMOV-HAWKS Project Office, Suite 097, Pryce Tower Condominium Corporation, Pryce Business Park, J.P. Laurel Ave., Brgy. 19-B (Pob.), Davao City	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</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders for the Six (6) lots of Vehicle Rental to be used during the conduct of drone test flights and experiments of ASIMOV-HAWKS Project.</p> <p>1.2. The Approved Budget for the Contract (ABC) is inclusive of all applicable government taxes and service charges.</p> <p>2. SPECIFICATIONS</p> <p>2.1. Lease/rental of transportation vehicle good for twelve (12) hours usage per day</p> <p>2.2. Capacity: Can accommodate big equipment with a dimension of L34" x W34" x H35"</p> <p>2.3. Number of Passengers: At least seven (7) pax</p> <p>2.4. Vehicle Type: Closed-type, spacious van with air conditioning system</p> <p>2.5. Number of Usage: Six (6) Days</p> <p>2.6. Duration of Usage: 01 November 2024 – 02 December 2024</p> <p>2.7. Possible Routes: Areas within Davao City</p> <p>2.7.1. ASIMOV-HAWKS Project Office, Pryce Tower Davao, J.P. Laurel Ave., Davao City to any areas within Davao City but not limited to the following:</p>	6	P4,100.00	P24,600.00

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

2.7.1.1. Bago Oshiro, Tugbok, Davao City; and/or

2.7.1.2. Talandang, Davao City; and/or

2.7.1.3. Catalunan Grande, Davao City; and/or

2.7.1.3. Diversion Road, Davao City.

2.8. Rate must include vehicle rental cost, fuel cost, driver's fee & meals, bank charges, and all other charges related to the rental.

2.9. Designated driver of the service provider must have a valid driver's license with restriction code of at least 1 and 2 and must be fully vaccinated against COVID-19.

2.10. The service provider is required to submit a breakdown of the quotation which must indicate the rental rate per day, which is not subject to change.

2.11. The schedules of the trips 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. 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.

3. DELIVERY AND PAYMENT TERMS

3.1. The final schedule for van rental will be provided by the end-user at least two (2) days prior to each daily activity.

3.2. The tentative schedule will be at least once a week or depending on the needs of the project during the specified duration.

3.3. The maximum number of lots (trips) is six (6); however, due to unpredictable weather conditions that would make scheduled activities difficult, only the actual usage will be processed for payment.

3.4. Progress payment is allowed, subject to the submission of billing statement and other documentary requirements.

(Please see attached quotation.)

2	Lot	<p>VEHICLE RENTAL</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders for the One (1) lot of Vehicle Rental to be used for transportation of project personnel and equipment for participation in the National Science, Technology, and Innovation Week (NSTW) 2024 exhibit.</p> <p>1.2. The Approved Budget for the Contract is inclusive of all applicable government taxes and service charges.</p> <p>2. SPECIFICATIONS</p> <p>2.1. Lease/rental of transportation vehicle for a 12-hour all-inclusive per day usage during the event totaling to six (6) days trip.</p> <p>2.2. Capacity: Can accommodate big equipment with a dimension of L34" x W34" x H35"</p> <p>2.3. Number of Passengers: At least eight (8) pax</p> <p>2.4. Tentative Schedule of Travel:</p> <p>2.4.1. 26 November 2024 (1-Day Usage)</p> <p>2.4.2. 28 November 2024 - 02 December 2024 (5-Day Straight Usage)</p> <p>2.5. Route: ASIMOV-HAWKS Project Office, Pryce Tower Davao, J.P. Laurel Ave., Davao City to areas within Cagayan de Oro City and vice versa.</p> <p>2.6. Rate must include vehicle rental cost, fuel cost, driver's fee & meals, bank charges, and all other charges related to the rental.</p> <p>2.7. Designated driver of the service provider must have a valid driver's license with restriction code of at least 1 and 2 and must be fully vaccinated against COVID-19.</p> <p>2.8. The service provider is required to submit a breakdown of the quotation which must indicate the rental rate per day, which is not subject to change.</p> <p>2.9. The schedules of the trips 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. If delays or rescheduling are likely to be incurred, the end-user unit shall notify the DOST-ASTI Procurement Management Section (PMS)</p>	1	P48,015.00	P48,015.00
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	<p>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.</p> <p>3. DELIVERY AND PAYMENT TERMS</p> <p>3.1. The final schedule for van rental will be provided by the end-user at least two (2) days prior to the travel.</p> <p>3.2. Full 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: ₱72,615.00
(Total Amount in Words)			Seventy-Two Thousand Six Hundred Fifteen 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:

(Signature over Printed Name of Supplier)

(Date)

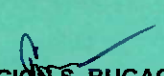
Very Truly Yours,


Digitally signed by Franz A. de Leon, Ph.D.
Date: 2024.11.08 15:44:38+08'00'

FRANZ A. DE LEON, Ph.D.

Director, DOST-ASTI

Digitally signed by Bayani Benjamin R. Lara

Fund Cluster:	<u>07</u>	ORS / BURS No.:	<u>023086012024-11-000407</u>
Funds Available:	<u>₱72,615.00</u>	ORS / BURS Date:	<u>NOVEMBER 08, 2024</u>
		Amount:	<u>₱ 72,615.00</u>
 GAY CONCEPCION S. BUGAGAO Accountant III			



08 November 2024

NOTICE TO PROCEED
 ALTERNATIVE MODE OF PROCUREMENT

Ms. ANNALIZA VALIMENTO
 Authorized Representative
7SQ OPC
 Tukod Cor. Sapang Pahalang
 San Rafael, Bulacan

Dear Ms. Valimento,

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

Contract Name	: Supply and Delivery of Six (6) Lots Vehicle Rental and Other Items
Purchase Request No.	: ROAMER-24-10-20167
Purchase / Work Order No.	: ROAMER-24-11-014
Total Contract Price	: ₱72,615.00
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: Seventy-Two Thousand Six Hundred Fifteen Pesos

Upon issuance of this Notice, your company, **7SQ OPC** 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,

[Handwritten Signature]
 Digitally signed by Franz A. de Leon, Ph.D.
 Date: 2024.11.08 15:47:18+08'00'
FRANZ A. DE LEON, Ph.D.
 Director

[Handwritten Signature]
 Digitally signed by Bayani Benjamin R. Lara

DATE OF ISSUANCE:

November 8, 2024

RECEIVED BY:

 Signature over Printed Name

 Date and Time

Postal Address : ASTI Bldg., U.P. Technology Park Complex,
 CP Garcia Ave., Diliman, Quezon City 1101
 Website : www.asti.dost.gov.ph
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Tel No. : +632 8249-8500
 +632 8426-9755;
 Fax No. : +632 8426-9764

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