



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

<b>Supplier:</b>	MARIA AVE RENT-A-CAR	<b>PO No.:</b>	ROAMER-24-11-015
<b>Address:</b>	24-A San Rafael Vill., Brgy. 10-A, Davao City, 8000	<b>PO Date:</b>	November 08, 2024
<b>TIN:</b>	930-199-515-000	<b>Mode of Procurement:</b>	NP-53.9 Small Value Procurement

Gentleman:

Please furnish this Office the following articles subject to the terms and conditions contained herein:

<b>Place of Delivery:</b>	<b>ASIMOV-HAWKS Project Office, Suite 097, Pryce Tower Condominium Corporation, Pryce Business Park, J.P. Laurel Ave., Brgy. 19-B (Pob.), Davao City</b>	<b>Delivery Term:</b>	<b>Per end-user's schedule</b>
<b>Date of Delivery:</b>	_____	<b>Payment Term:</b>	<b>Government Terms</b>
		<b>Warranty Term:</b>	_____

Stock / Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	Lot	<p><b>VEHICLE RENTAL</b></p> <p>1. GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders for the Three (3) lots of Vehicle Rental to be used as transportation of the team, guests, and project equipment during the ASIMOV Program-Wide Congress and PCIEERD monitoring.</p> <p>1.2. The 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. Vehicle Type: Closed-type, spacious van with air conditioning system</p> <p>2.3. Number of Passengers: At least seven (7) pax</p> <p>2.4. Number of Usage: Three (3) Days</p> <p>2.5. Duration of Usage: 11-15 November 2024</p> <p>2.6. Possible Routes: Areas within Davao City</p> <p>2.6.1. 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> <p>2.6.1.1. Davao International Airport, Buhangin, Davao City; and/or</p> <p>2.6.1.2. Downtown areas of the city.</p>	3	P3,700.00	P11,100.00

Postal Address : ASTI Bldg., U.P. Technology Park Complex,  
 CP Garcia Ave., Diliman, Quezon City 1101  
 Website : [www.asti.dost.gov.ph](http://www.asti.dost.gov.ph)  
 Email : [info@asti.dost.gov.ph](mailto:info@asti.dost.gov.ph)

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

		<p>2.7. Rate must include vehicle rental cost, fuel cost, driver's fee &amp; meals, bank charges, and all other charges related to the rental.</p> <p>2.8. 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>2.9. 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>2.10. The schedules of the trips are executory upon the perfection of the contract and issuance of the 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 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.</p> <p><b>3. DELIVERY AND PAYMENT TERMS</b></p> <p>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.</p> <p>3.2. Full payment shall be made upon certification and acceptance of the end-user of the services rendered. No payment shall be made for services not yet rendered.</p> <p>(Please see attached quotation.)</p>			
2	Lot	<p><b>VEHICLE RENTAL</b></p> <p><b>1. GENERAL OVERVIEW</b></p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders for the One (1) lot of Vehicle Rental to be used during the joint fieldwork activities with one of the project stakeholders and PCIEERD monitoring team.</p> <p>1.2. The Approved Budget for the Contract is inclusive of all applicable government taxes and service charges.</p> <p><b>2. SPECIFICATIONS</b></p> <p>2.1. Lease/rental of transportation vehicle good for twelve (12) hours usage per day</p>	1	₱37,600.00	₱37,600.00

2.2. Quantity: Four (4) Units of Van  
 2.3. Capacity: Can accommodate big equipment with a dimension of L34" x W34" x H35"  
 2.4. Vehicle Type: Closed-type, spacious van with air conditioning system  
 2.5. Number of Passengers: At least seven (7) pax per unit  
 2.6. Schedule of Travel: 13-14 November 2024  
 2.7. Route: ASIMOV-HAWKS Project Office, Pryce Tower Davao, J.P. Laurel Ave., Davao City to areas within Carmen, Davao del Norte and vice versa.  
 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. Full payment shall be made upon certification and acceptance of the end-user of the services rendered. No payment shall be made for services not yet rendered.

(Please see attached quotation.)

			<b>TOTAL:</b>	<b>₱48,700.00</b>
<b>(Total Amount in Words)</b>			<b>Forty-Eight Thousand Seven Hundred Pesos Only</b>	

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,

  
Digitally signed by Franz A. de Leon, Ph.D.  
Date: 2024.11.08 15:49:  
DOST54+0800


**FRANZ A. DE LEON, Ph.D.**

Director, DOST-ASTI

Digitally signed by Bayani Benjamin R. Lara

\_\_\_\_\_  
(Signature over Printed Name of Supplier)

\_\_\_\_\_  
(Date)

<b>Fund Cluster:</b>	07	ORS / BURS No.:	02308(01)2024-11-00908
		ORS / BURS Date:	NOVEMBER 08, 2024
<b>Funds Available:</b>	Php 48,700.00	Amount:	₱ 48,700.00
 <b>GAY CONCEPCION S. BUGAGAO</b> Accountant III			



08 November 2024

**NOTICE TO PROCEED**  
**ALTERNATIVE MODE OF PROCUREMENT**

**Mr. AVELINO E. MONTECALVO Jr.**  
 Authorized Representative  
**MARIA AVE RENT-A-CAR**  
 24-A San Rafael Vill.  
 Brgy. 10-A  
 Davao City, 8000

Dear Mr. Montecalvo,

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

Contract Name	: <b>Supply and Delivery of Three (3) Lots Vehicle Rental and Other Items</b>
Purchase Request No.	: <b>ROAMER-24-10-20167</b>
Purchase / Work Order No.	: <b>ROAMER-24-11-015</b>
Total Contract Price	: <b>P48,700.00</b>
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: <b>Forty-Eight Thousand Seven Hundred Pesos</b>

Upon issuance of this Notice, your company, **MARIA AVE RENT-A-CAR** 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,

Digitally signed by  
 Franz A. de Leon, Ph.D.  
 Date: 2024.11.08 15:50:  
 +08'00'

**FRANZ A. DE LEON, Ph.D.**  
 Director

Digitally signed  
 by Bayani  
 Benjamin R.  
 Lara

DATE OF ISSUANCE:

**November 8, 2024**

RECEIVED BY:

\_\_\_\_\_  
 Signature over Printed Name

\_\_\_\_\_  
 Date and Time