



ASTI-FM 03-17  
REV 2 / 31 January 2020

**PURCHASE ORDER**

<b>Supplier:</b>	<b>YAN AND SOTTO ARCHITECTS AND BUILDERS</b>	<b>PO No.:</b>	<b>23-05-062</b>
<b>Address:</b>	<b>Unit 12, 2/F Village Center Bldg., 187 E. Rodriguez Jr. Ave., Bagumbayan, Quezon City</b>	<b>PO Date:</b>	<b>May 10, 2023</b>
<b>TIN:</b>	<b>008-952-122-0000</b>	<b>Mode of Procurement:</b>	<b>NP-53.9 Small Value Procurement</b>

Gentleman:

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

<b>Place of Delivery:</b>	<b>ASTI Bldg., C.P. Garcia Ave., U.P. Technology Park Complex, U.P. Campus, Diliman, Quezon City 1101</b>	<b>Delivery Term:</b>	<b>Provided for in the description</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>Consultancy for Water Pump and Elevation of Water Tank</b></p> <p>1. Objective and Location</p> <p>The Advanced Science and Technology Institute (ASTI), an agency attached to the Department of Science and Technology (DOST) needs consultancy services for a) Water Pump Replacement, b) Elevation of Water Tank and c) Architectural and Engineering Designs.</p> <p>Consultant/s to be engaged in said project shall prepare all necessary documents for the procurement of water pump replacement and water tank elevation (an Infrastructure Project), as well as assist/supervise the construction proper.</p> <p>The DOST-ASTI is located at the address specified below.</p> <p>DOST-ASTI Bldg., UP Technology Park Complex CP Garcia Ave., UP Campus Diliman, Quezon City 1101</p> <p>2. Scopes of Work</p> <p>2.1. The entire range of the project shall be divided in the following phases: 2.1.1. Pre-Design/Schematic Phase 2.1.2. Design Developmental Phase 2.1.3. Contract Document Phase</p> <p>2.2. Details are stipulated in the Terms of Reference (TOR).</p> <p>3. Duration of Engagement</p> <p>3.1. Engagement is within sixty (60) calendar days upon issuance of Notice to Proceed (NTP).</p> <p>4. Obligations of the Consultant</p>	1	₱371,250.00	₱371,250.00

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;  
Fax No. : +632 8426-9764

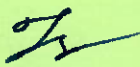
	<p>4.1. The Consultant/s shall strictly comply with the obligations stipulated in the TOR.</p> <p>5. Payment</p> <p>5.1. The schedule of payment shall be as follows:</p> <p>First Payment -- Upon completion of/submission of documents needed for Pre-design/Schematic Design Phase --Forty (40) percent (40%) of the Total Contract Price (TCP)</p> <p>Second Payment --Upon completion of/submission of documents needed for Design Development Phase ---Forty (40) percent (40%) of the TCP</p> <p>Third Payment --Upon completion of/submission of documents needed for Contract Documents Phase -- Twenty percent (20%) of the TCP</p> <p>6. Other Terms and Conditions</p> <p>6.1. The Consultant shall not release any information or data obtained in the course of this consultancy to any person or entity without written consent from the DOST-ASTI.</p> <p>6.2. All intellectual property, including studies, reports or other materials, models, spreadsheets, or otherwise, prepared, developed, or produced by the Consultant shall belong to and remain the property of the DOST-ASTI.</p> <p>6.3. All and/or specific requirements of this procurement project are stipulated in</p> <p>the attached TOR. Should conflict arises between this Purchase Request and the TOR, the provisions stipulated in the latter shall prevail.</p> <p>(Please see attached offer.)</p>			
				TOTAL: P371,250.00
(Total Amount in Words)		Three Hundred Seventy One Thousand Two Hundred Fifty 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.

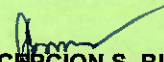
Conforme:

Very Truly Yours,

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

  
**FRANZ A. DE LEON, Ph.D.** Biba  
\_\_\_\_\_  
Director, DOST-ASTI

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

Fund Cluster:	01	ORS / BURS No.:	011021012023-05-000009
Funds Available:	PHP 371,250.00	ORS / BURS Date:	May 12, 2023
		Amount:	P 371,250.00
<p style="text-align: center;"> <b>GAY CONCEPCION S. BUGAGAO</b> _____ Accountant III</p>			



10 May 2023

**NOTICE TO PROCEED**  
ALTERNATIVE MODE OF PROCUREMENT

**Mr. ANTHONY YAN**  
Managing Partner  
**YAN AND SOTTO ARCHITECTS AND BUILDERS**  
Unit 12, 2/F Village Center Bldg.  
187 E. Rodriguez Jr. Ave.  
Bagumbayan, Quezon City

Dear Mr. Yan,

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

	Contract Name	:	<b>Consultancy Services for Water Pump and Elevation of Water Tank</b>
	Purchase Request No.	:	<b>GAA-23-01-15944</b>
	Purchase / Work Order No.	:	<b>23-05-062</b>
	Total Contract Price	:	<b>Php 371,250.00</b>
(inclusive of taxes, import duties and all other charges or fees)	Total Contract Price in Words	:	<b>Three Hundred Seventy One Thousand Two Hundred Fifty Pesos</b>

Upon issuance of this Notice, your company, **YAN AND SOTTO ARCHITECTS AND BUILDERS** 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.** B.Sc., M.S., Ph.D.  
Director

DATE OF ISSUANCE:

MAY 12, 2023

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  
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Email : [info@asti.dost.gov.ph](mailto:info@asti.dost.gov.ph)

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ASTI-FM 03-19  
REV 1 / 13 January 2020