



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: | AMO CHARTERED BUSES & CARS OPERATION SERVICES | PO No.: | 25-01-023 |
| Address: | 88 Venus St., Manuyo Dos, Las Piñas City, 1744 | PO Date: | January 24, 2025 |
| TIN: | 323-924-081-00000 | 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>VEHICLE RENTAL FOR THE PARTICIPANTS OF THE DOST-ASTI 2024 PERFORMANCE ASSESSMENT AND PLANNING FOR 2025-2026</p> <p>1. Overview</p> <p>1.1. DOST-ASTI requires vehicle rental services, which can accommodate forty (40) passengers, for its 2024 Performance Assessment and Planning.</p> <p>1.2. The Approved Budget for the Contract is inclusive of government taxes and service charges.</p> <p>2. Vehicle</p> <p>2.1. Type of Vehicle: Bus</p> <p>2.1.1. Unit: One (1) lot</p> <p>2.1.2. Capacity: Forty (40) passengers</p> <p>2.1.3. Fully airconditioned</p> <p>2.1.4. Vehicle should have a lavatory</p> <p>2.1.5. Vehicle preferably not more than five (5) years old</p> <p>2.1.6. Vehicle must be well-maintained, safe, and in good running condition</p> <p>3. Trip Schedule and Destination</p> <p>3.1. Tentative schedule is on 29 to 31 January 2025. DOST-ASTI shall inform the supplier of the final schedule at</p> | 1 | P145,000.00 | P145,000.00 |

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


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|-------------------------|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|--------|-------------|
| | | <p>least five (5) calendar days prior to the trip.</p> <p>3.1.1. 29 January 2025</p> <p>3.1.1.1. Pick-up Time: 6:30 AM</p> <p>3.1.1.2. Pick-up Point: DOST-ASTI Bldg., UP Technology Park Complex, CP Garcia Ave., UP Campus, Diliman, Quezon City</p> <p>3.1.1.3. Destination: Baguio (non-stop, unless necessary)</p> <p>3.1.2. 31 January 2025</p> <p>3.1.2.1. Pick-up Time: 3:00 PM or earlier</p> <p>3.1.2.2. Pick-up Point: Venue in Baguio</p> <p>3.1.2.3. Destination: DOST-ASTI Bldg., UP Technology Park Complex, CP Garcia Ave., UP Campus, Diliman, Quezon City</p> <p>3.1.3. Bus Route</p> <p>3.1.3.1. Vehicle should traverse designated safe, shortest and fastest route (i.e. via SCTEX, TPLEX, expressways, Skyways (with loaded RFIDs), etc.</p> <p>4. Other Conditions</p> <p>4.1. Service is inclusive of fuel, toll fees, parking fees, driver's fee, driver's meals, passenger insurance, among others.</p> <p>4.2. Bus driver and its conductor must be in good health, fully vaccinated against COVID-19 and observe proper health and safety protocols.</p> <p>4.3. Bus should be disinfected and properly maintained prior to occupancy.</p> <p>4.4. Supplier must have a backup unit in case of emergency, i.e., engine breakdown, etc.</p> <p>4.5. Any amendment to this agreement shall be made in writing within three (3) days before the schedule.</p> <p>5. Pricing and Payment</p> <p>5.1. Price quotation must be inclusive of applicable government taxes and charges.</p> <p>5.2. Payment shall be processed upon submission of complete documents from end-user and supplier.</p> <p>5.3. Payment shall be through List of Due and Demandable Accounts Payable or LDDAP.</p> | | | |
| | | | | TOTAL: | P145,000.00 |
| (Total Amount in Words) | | | One Hundred Forty Five Thousand 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
Jeffrey
Aborot

(Date)

| | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------|----------------|------------------|-----------------------|
| Fund Cluster: | 01 | ORS / BURS No.: | 021011012025-01-00055 |
| Funds Available: | Php 145,000.00 | ORS / BURS Date: | JANUARY 29, 2025 |
| | | Amount: | ₱ 145,000.00 |
| <div> GAY CONCEPCION S. BUGAGAO Accountant III</div> | | | |



24 January 2025

NOTICE TO PROCEED
ALTERNATIVE MODE OF PROCUREMENT

Mr. ALFIE OMPAD
Owner
AMO CHARTERED BUSES & CARS OPERATION SERVICES
88 Venus St., Manuyo Dos
Las Piñas City, 1744

Dear Mr. Ompad,

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

| | |
|-------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| Contract Name | : Supply and Delivery of One (1) Lot Vehicle Rental for the Participants of the DOST-ASTI 2024 Performance Assessment and Planning for 2025-2026 |
| Purchase Request No. | : GAA-25-01-20534 |
| Purchase / Work Order No. | : 25-01-023 |
| Total Contract Price | : Php 145,000.00 |
| (inclusive of taxes, import duties and all other charges or fees) | |
| Total Contract Price in Words | : One Hundred Forty Five Thousand Pesos |

Upon issuance of this Notice, your company, **AMO CHARTERED BUSES & CARS OPERATION SERVICES** 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. Digitally signed by Franz A. de Leon
Director

DATE OF ISSUANCE:

27 JAN 2025

RECEIVED BY:

Signature over Printed Name

Date and Time

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