



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:	MARIA AVE RENT-A-CAR	PO No.:	ALAM-25-01-001
Address:	24-A San Rafael Vill., Brgy. 10-A, Davao City, 8000	PO Date:	January 31, 2025
TIN:	930-199-515-000	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:	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 during Program Wide Congress and PCIEERD Project Monitoring</p> <p>1.GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders for the Vehicle Rental to be used during Program Wide Congress and PCIEERD Project Monitoring.</p> <p>1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges.</p> <p>2.INCLUSIONS AND SPECIFICATIONS:</p> <p>2.1. Day 1 (February 26, 2025) of the Activity:</p> <p>2.1.1. Three (3) vans will be rented good for ten (10) hours:</p> <p>Areas Covered:</p> <p>Areas within Lanang, Los Amigos Tugbok District, Maa and areas within downtown city areas, Davao International Airport</p> <p>2.1.2. One (1) van will be rented good for twelve (12) hours:</p> <p>Areas Covered:</p> <p>Davao International Airport, Lanang and areas within downtown city areas</p> <p>2. 2 Day 2 (February 27, 2025) of the Activity:</p> <p>2.2.1. One (1) van will be rented good for ten (10) hours:</p> <p>Areas Covered:</p>	1	P54,900.00	P54,900.00

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>Areas within Lanang and within downtown city areas</p> <p>2.2.2. One (1) van will be rented good for fifteen (15) hours:</p> <p>Areas Covered:</p> <p>Areas within Lanang and within downtown city areas</p> <p>2.2.3. Three (3) vans will be rented good for fifteen (15) hours:</p> <p>Areas Covered:</p> <p>Areas within Los Amigos, Tugbok District, Maa, Lanang and areas within downtown city areas.</p> <p>2. 3 Day 3 (February 28, 2025) of the Activity:</p> <p>2.3.1. One (1) van will be rented good for ten (10) hours.</p> <p>Areas Covered:</p> <p>Areas within Lanang, Davao International Airport and within downtown city areas</p> <p>2.3.2. One (1) van will be rented good for eight (8) hours.</p> <p>Areas Covered:</p> <p>Areas within downtown city areas and Davao International Airport</p> <p>2.3.3. One (1) van will be rented good for fifteen (15) hours.</p> <p>Areas Covered:</p> <p>Areas within Los Amigos, Maa, Lanang, Davao International Airport and areas within downtown city areas</p> <p>2. 4 Day 4 (March 01, 2025) of the Activity:</p> <p>2.2.1. One (1) van will be rented good for eight (8) hours.</p> <p>Areas Covered:</p> <p>Areas within Lanang, Davao International Airport and within downtown city areas</p> <p>2.5. The rate includes vehicle rental, driver and meal charges, bank and tax charges, and all other charges related to the rental.</p> <p>2.6. The van should have a seating capacity that accommodates at least eight (8) people.</p> <p>2.7. The rate of the van should be on a per-van basis given the indicated number of hours the van will be rented.</p> <p>2.8. The van rental supplier must be based in Davao City to ensure familiarity with the local area, ensuring that they are well acquainted with the local landscape.</p> <p>3. PAYMENT AND DELIVERY TERMS</p> <p>3.1. The schedule of the trip, as reflected in 2.1. to 2.4, is executory upon the</p>			
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	<p>perfection of the contract and issuance of the Notice to Proceed unless otherwise re-scheduled or canceled by the end-user for any justifiable causes.</p> <p>3.1.2. 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.</p> <p>3.2. The winning supplier must submit the following documentary requirements after the service is rendered as needed for processing of payment document:</p> <p>3.2.1 Trip Ticket per day per van indicating the total hours rendered per day.</p> <p>3.2.2 Statement of Account for the total days covered.</p> <p>3.3 Other additional documents aside from the above must be submitted as required.</p> <p>(Please see attached quotation.)</p>			
			TOTAL:	P54,900.00
(Total Amount in Words)			Fifty Four Thousand Nine Hundred 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:	<u>07</u>	ORS / BURS No.:	<u>023080025-02-00009</u>
Funds Available:	<u>P54,900.00</u>	ORS / BURS Date:	<u>FEBRUARY 03, 2025</u>
		Amount:	<u>P 54,900.00</u>
<p> GAY CONCEPCION S. BUGAGAO _____ Accountant III</p>			



31 January 2025

NOTICE TO PROCEED
ALTERNATIVE MODE OF PROCUREMENT

Mr. AVELINO E. MONTECALVO Jr.
Manager
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	: Supply and Delivery of One (1) Lot Vehicle Rental During Program Wide Congress and PCIEERD Project Monitoring
Purchase Request No.	: ALAM-25-01-20537
Purchase / Work Order No.	: ALAM-25-01-001
Total Contract Price	: Php 54,900.00
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: Fifty Four Thousand Nine Hundred Pesos

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,


FRANZ A. DE LEON, Ph.D.
Director

Digitally
signed by
Jeffrey
Aborot

DATE OF ISSUANCE:

FEB 06 2025

RECEIVED BY:

Signature over Printed Name

Date and Time

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REV 2 / 05 October 2023