



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:	ROSE AIRE ENTERPRISE INC.	PO No.:	25-02-026
Address:	RAE Bldg., #13 F. Manalo St., Ligid-Tipas, Taguig City 1638	PO Date:	February 04, 2025
TIN:	009-181-069-00000	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:	1) ASTI Bldg., C.P. Garcia Ave., U.P. Technology Park Complex, U.P. Campus, Diliman, Quezon City 1101	Delivery Term:	Provided for under description
	2) UP-NEC, Diliman, Quezon City 1101		
	3) EPDC, MIRD C Compd., Gen. Santos Ave., Bicutan 1631, Taguig City		
Date of Delivery:		Payment Term:	Government Terms
		Warranty Term:	

Stock / Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	Lot	<p>Preventive Maintenance Services for Airconditioning Units</p> <p>1. OBJECTIVE</p> <p>1.1. The Department of Science and Technology (DOST) - Advanced Science and Technology Institute (ASTI) intends to engage the services of a service provider duly authorized and with the necessary expertise, experience, and capacity to maintain and/or recommend replacement of parts accessories of various brands of its Air-Conditioning Units.</p> <p>1.2. The Approved Budget for the Contract (ABC) is inclusive of all applicable government taxes and other charges, broken down as follows:</p> <p>1.2.1. Preventive maintenance services for DOST-ASTI and University of the Philippines (UP) - National Engineering Center (NEC) – Two Hundred Eighty-Eight Thousand Four Hundred Pesos Only (₱288,400.00); and</p> <p>1.2.2. Preventive maintenance for Electronics Product Development Center (EPDC) – One Hundred Eighty Six Thousand Pesos Only (₱186,000.00).</p> <p>1.2.3. Breakdown of quotations for DOST-ASTI and EPDC, which must be within</p>	1	₱474,400.00	₱474,400.00

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

the ABC per location, must be submitted to the DOST-ASTI BAC and its Secretariat.

2. PROJECT COVERAGE AND LOCATION

2.1. The scope of services covers comprehensive maintenance services for all the Air-Conditioning Units located at:

2.1.1. DOST-ASTI Bldg., C.P. Garcia Ave., UP Technopark Complex, UP Campus, Diliman, Quezon City 1101.;

2.1.2. UP-NEC, Diliman, Quezon City 1101; and

2.1.3. EPDC, MIRDC Comp., Gen. Santos Ave., Bicutan, Taguig City 1631.

2.2. The contract period shall be until 31 December 2025.

3. QUALIFICATIONS OF SERVICE PROVIDER

3.1. The service provider must have the required experience and expertise to carry out preventive maintenance services. The following must be submitted as part of evaluation of quotations upon notice of DOST-ASTI:

3.1.1. Must be in the business of air-conditioning preventive maintenance services in three (3) years (Department of Trade and Industry Registration, Business Permit).

3.1.2. Certified technicians with at least two (2) years working experience in preventive maintenance of air conditioning units to be assigned to DOST-ASTI. Biodata or resume must be submitted ten (10) calendar days upon issuance of Notice to Proceed (NTP).

3.1.3. Must have attended relevant training within three (3) years, as evidenced by training certificates or equivalent proof of technicians who will be assigned to DOST-ASTI. Training certificates must be submitted ten (10) calendar days upon issuance of NTP.

3.1.4. Proven track record in rendering satisfactory provision of air conditioning preventive maintenance services in the last three (3) years. Submit a copy of at least three (3) certificates of satisfactory rating issued by current or previous clients ten (10) calendar days upon issuance of NTP.

4. SCOPE OF WORK

4.1. Quarterly Preventive Maintenance must include and comply with the scope of

work entailed in the Terms Sheet.

4.1.1. Other Services

4.1.1.1. Emergency "call-in" provisions;

4.1.1.2. Free check-up, troubleshooting and, minor repair;

4.1.1.3. Should respond within twenty-four (24) hours upon receipt of call;

4.1.1.4. Cost of replacement of parts is excluded;

4.1.1.5. Prepare and submit a clear and detailed service report including the findings and recommendations for evaluation; and

4.1.1.6. In case of delivery of new air conditioning units, DOST-ASTI and EPDC shall formally notify the supplier of the new units to be included in the preventive maintenance activity in exchange for the replaced units.

5. NOTES

5.1. Price must be inclusive of taxes and other charges.

5.2. The number of air-conditioning units per division/room is indicated in the Term Sheet.

6. SCHEDULE OF PREVENTIVE MAINTENANCE

6.1. The schedule of preventive maintenance for DOST-ASTI and NEC must be completed on or before:

6.1.1. 1st Quarter –22 February 2025 (Subject to change)

6.1.2. 2nd Quarter – 17 May 2025

6.1.3. 3rd Quarter – 9 August 2025

6.1.4. 4th Quarter – 1 November 2025

6.2. The schedule of preventive maintenance for EPDC must be completed on or before:

6.2.1. 1st Quarter – 22 March 2025 (Subject to change)

6.2.2. 2nd Quarter –14 June 2025

6.2.3. 3rd Quarter – 06 September 2025

6.2.4. 4th Quarter – 29 November 2025

7. OBLIGATIONS OF THE SERVICE PROVIDER

7.1. The obligations of the service provider are indicated in the Term Sheet.

	<p>8. DUTIES AND RESPONSIBILITIES OF DOST-ASTI</p> <p>8.1. The duties and responsibilities of DOST-ASTI are indicated in the Term Sheet.</p> <p>9. PAYMENT SCHEDULE</p> <p>9.1. Payment to the service provider shall be made on a quarterly basis upon acceptance of DOST-ASTI, subject to the submission of billing statement, duly accomplished service report forms and other documentary requirements.</p> <p>10. LIQUIDATED DAMAGES</p> <p>10.1. Non-compliance with the terms and conditions stated in the Contract will result in the payment of corresponding penalties/liquidated damages pursuant to Republic Act (RA) No. 9184 and its 2016 revised Implementing Rules and Regulations (IRR). DOST-ASTI and EPDC reserve the right to rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the Contract.</p> <p>11. OTHER TERMS AND CONDITIONS</p> <p>11.1. The Contract may be extended, renewed, and amended subject to the Guidelines of Regular and Recurring Services of the 2016 revised IRR of RA No. 9184.</p> <p>11.2. Should there be any discrepancy between the purchase request and the Term Sheet, the provisions set forth in the latter shall prevail.</p> <p>(Please see attached quotation.)</p>			
			TOTAL:	₱474,400.00
(Total Amount in Words)			Four Hundred Seventy Four Thousand Four 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)

(Date)


FRANZ A. DE LEON, Ph.D.

Director, DOST-ASTI

Digitally signed by Franz A. De Leon

Fund Cluster:	01	ORS / BURS No.:	021011012625-02-00073
Funds Available:	PHP 474,400.00	ORS / BURS Date:	FEBRUARY 05, 2025
		Amount:	₱ 474,400.00
<div> GAY CONCEPCION S. BUGAGAO Accountant III</div>			



04 February 2025

NOTICE TO PROCEED
ALTERNATIVE MODE OF PROCUREMENT

Ms. JOLINA F. BINAMIRA
Head Engineer
ROSE AIRE ENTERPRISE INC.
RAE Bldg., #13 F. Manalo St.
Ligid-Tipas
Taguig City 1638

Dear Ms. Binamira,

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

Contract Name	: Provision of One (1) Lot Preventive Maintenance Services for Airconditioning Units
Purchase Request No.	: GAA-25-01-20504
Purchase / Work Order No.	: 25-02-026
Total Contract Price	: Php 474,400.00
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: Four Hundred Seventy Four Thousand Four Hundred Pesos

Upon issuance of this Notice, your company, **ROSE AIRE ENTERPRISE INC.** 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 Jeffrey Abaret
Director

DATE OF ISSUANCE:

FEB 07 2025

RECEIVED BY:

Signature over Printed Name

Date and Time