



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:	LOC&STOR 24/7, INC.	PO No.:	25-02-027
Address:	286-B & 760-A-2 Go Soc Warehouse No. 8, Bldg. 1238 Apolonio Samson, Balintawak, Quezon City 1106	PO Date:	February 05, 2025
TIN:	008-737-954-00004	Mode of Procurement:	Renewal of Contract of Lease of Real Property under Appendix 37 Guidelines on Renewal of Regular and Recurring Services

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:	01 January 2025
Date of Delivery:		Payment Term:	Government Terms
		Warranty Term:	

Stock / Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	Lot	<p>Renewal of Lease of Storage Unit</p> <p>1. Background / Objectives.</p> <p>1.1. Renewal of lease of off-site storage unit to securely store and access various equipment, supplies and materials.</p> <p>Original lease procured under provisions of RA 9184 and its IRR, with procurement mode N.P. Lease of Real Property and Venue, and Purchase Order (PO) No. 24-05-105 dated 22 May 2024, with 1st Supplemental Agreement dated 20 September 2024, issued to LOC&STOR 24/7, INC.</p> <p>1.2. Specifications indicated herein are minimum requirements, unless otherwise stated.</p> <p>1.3. Offers of equivalent or better specifications are acceptable.</p> <p>2. Functional / Technical Specifications.</p> <p>2.1. General.</p> <p>2.1.1. Lease shall be governed by applicable provisions of RA 9184 and its IRR in general, and specifically the following provisions, as applicable:</p> <p>2.1.1.1. N.P. Lease of Real Property and Venue.</p>	1	P222,222.00	P222,222.00

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

2.1.1.2. GPBB Resolution No. 06-2022 dated 12 September 2022 Approving the Guidelines on the Renewal of Regular and Recurring Services.

2.2. Lease Factors.

2.2.1. Location and Site Condition.

2.2.1.1. Accessibility.

2.2.1.1.1. Within 10 km driving distance from DOST-ASTI.

2.2.1.1.2. 24/7 access to storage unit.

2.2.1.2. Parking Space.

2.2.1.2.1. Dedicated parking.

2.2.1.2.2. Can accommodate vans and large trucks.

2.2.1.3. Other added amenities.

2.2.1.3.1. Elevated loading/unloading bay that can accommodate vans or trucks (Pass/Fail criteria per original procurement).

2.2.2. Neighborhood Data.

2.2.2.1. Prevailing rental rate.

2.2.2.1.1. Prevailing rental rate of similar storage units within specified location for the space requirements under consideration.

2.2.2.1.2. Maximum monthly rental rate of P20,000.00 per month for the space requirements under current consideration.

2.2.2.1.3. Maximum monthly rental rate may vary subject to future expansion or reduction of the leased space.

2.2.2.1.4. Maximum of one (1) month security deposit, as applicable.

2.2.2.2. Property utilization.

2.2.2.2.1. Property operated as a storage unit facility.

2.2.3. Real Estate.

2.2.3.1. Structural condition: New and modern facilities.

2.2.3.2. Functionality.

2.2.3.2.1. Module.

2.2.3.2.1.1. Leased space type: Storage unit.

2.2.3.2.1.2. Wide storage unit doors for ingress/egress of items.

2.2.3.2.1.3. Adequate hallway width to move items.

2.2.3.2.2. Light and ventilation.

2.2.3.2.2.1. Lighted storage unit and hallways.

2.2.3.2.2.2. Adequate ventilation.

2.2.3.2.3. Space requirements.

2.2.3.2.3.1. One (1) storage unit of 18 sqm minimum space, preferably located on

the ground floor (Pass/Fail criteria per original procurement).

2.2.3.2.3.2. Capacity and potential for space expansion.

2.2.3.3. Facilities.

2.2.3.3.1. Lighting system.

2.2.3.3.1.1. Provision for emergency lighting.

2.2.3.3.2. Elevator.

2.2.3.3.2.1. Multi-storey storage unit facilities are required to have a freight elevator of sufficient size, entrance, and loading capacity to transport items to the upper floors.

2.2.3.3.3. Fire escapes.

2.2.3.3.4. Firefighting equipment.

2.2.3.3.4.1. Fire detection and alarm system.

2.2.3.3.4.2. Fire suppression system: Portable and ceiling type.

2.2.3.4. Other requirements.

2.2.3.4.1. Maintenance.

2.2.3.4.1.1. Facility should be well maintained.

2.2.3.4.2. Attractiveness.

2.2.3.4.2.1. Facility should be reasonably appealing in appearance.

2.2.4. Free Services and Facilities.

2.2.4.1. Janitorial and security.

2.2.4.1.1. Leased storage unit accessible only by DOST-ASTI authorized personnel.

2.2.4.1.2. 24/7 on-site security guards.

2.2.4.1.3. Security and alarm system including Closed Circuit TV (CCTV).

2.2.4.1.4. Electronic security system to access facility.

2.2.4.1.5. DOST-ASTI, upon its request, shall be provided access to, or copies of, CCTV security footage and access logs related to its leased space, including monitored entry ways, approaches, or passages thereto.

2.2.4.1.6. Clean facilities with janitorial personnel.

2.2.4.2. Repair and maintenance.

2.2.4.2.1. Facility and storage units should be well-maintained.

2.2.4.2.2. Lessor is responsible for repairs to the leased space, as applicable.

2.2.4.3. Water and light consumption.

2.2.4.3.1. Water and light consumption charges are included in overall rental fee.

2.2.4.4. Secured parking space.

2.2.4.5. Facility Equipment.

2.2.4.5.1. Material handling equipment

such as trolleys, pallet jack, pallet truck, ladders, and the like for use by DOST-ASTI to facilitate transport of items within the property.

2.3. Lease Period.

- 2.3.1. Lease Start Date: 01 January 2025.
- 2.3.2. Lease End Date: 31 December 2025.
- 2.3.3. Unless otherwise terminated lease automatically renews monthly until the Lease End Date.

2.4. Renewal.

- 2.4.1. DOST-ASTI may renew the lease contract subject to existing and applicable provisions.

2.5. Termination of Lease.

- 2.5.1. DOST-ASTI reserves the right to terminate the lease at any time during the duration of the current contract and upon DOST-ASTI's issuance of at least 15 days' notice.
- 2.5.2. Balance of lease/rental payments, as applicable, will be prorated/adjusted to the date/month, as applicable, that the leased space has been vacated.
- 2.5.3. Balance of security deposit and any other reimbursable funds, if any, shall be refunded to DOST-ASTI within 30 calendar days after the leased space has been vacated.

2.6. Amendments.

- 2.6.1. Any amendment to the lease contract during the duration of the lease shall be made in writing, either electronically or non-electronically, subject to existing and applicable provisions.

2.7. Supplemental Agreements and/or Addendums.

- 2.7.1. Any supplemental agreements and/or addendums relating and made integral to the original lease contract, as well as to any subsequently issued renewal contract or extension contract, shall likewise attach and be made integral to future renewal contracts or extension contracts.

3. Delivery and Payment.

- 3.1. Delivery.
 - 3.1.1. Renewal of leased space to DOST-ASTI effective Lease Start Date.
- 3.2. Bid or renewal price shall be inclusive of taxes, charges, and all other related

	fees.			
	3.3. Payment Terms.			
	3.3.1. Payment of related initial fixed upfront costs, fees, charges, deposits and the like, as applicable.			
	3.3.2. Monthly lease/rental payments.			
	3.3.3. Prescribed government terms.			
			TOTAL:	₱222,222.00
(Total Amount in Words)			Two Hundred Twenty-Two Thousand Two Hundred Twenty-Two 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

(Date)

Fund Cluster:	01	ORS / BURS No.:	021011012025-02-000077
		ORS / BURS Date:	FEBRUARY 06, 2025
Funds Available:	₱ 222,222.00	Amount:	₱ 222,222.00
<div> GAY CONCEPCION S. BUGAGAO Accountant III</div>			



05 February 2025

NOTICE TO PROCEED
ALTERNATIVE MODE OF PROCUREMENT

Ms. MARY GRACE E. PASTRANA
Facility Manager
LOC&STOR 24/7, INC.
286-B & 760-A-2 Go Soc Warehouse No. 8
Bldg. 1238 Apolonio Samson
Balintawak, Quezon City 1106

Dear Ms. Pastrana,

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

Contract Name	: Renewal of Lease of Storage Unit
Purchase Request No.	: GAA-24-12-20494
Purchase / Work Order No.	: 25-02-027
Total Contract Price	: Php 222,222.00
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: Two Hundred Twenty Two Thousand Two Hundred Twenty Two Pesos

Upon issuance of this Notice, your company, **LOC&STOR 24/7, 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.
Director

 Digitally signed by Jeffrey Aborot

DATE OF ISSUANCE:

FEB 07 2025

RECEIVED BY:

Signature over Printed Name

Date and Time