

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:	7SQ OPC	PO No.:	25-03-050
Address:	Tukod Cor. Sapang Pahalang, San Rafael, Bulacan 3008	PO Date:	March 21, 2025
TIN:	640-973-462-00000	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 /	Ny tes		esta de la compania del compania del compania de la compania del compania de la compania de la compania del compania de la compania de la compania de la compania del compan	4455	anty remi.	
Property	Unit		Description	Quantity	Unit Cost	Amount
No.	Lot	Deployment- 1. 1.1. for a qualified provider for the contract is service charged. 2. REQUIREMENT 2.1. Periods, and Country 2.2. 2.2.1. April 2025, for 2.2.2. Points: 2.2.2.1. 2.2.2.2. Compound, Tarans 2.2.2.2. Compound, Tarans 2.2.2.3. 2.2.2.4. 2.2.2.5. 2.3. 2.3.1. dual air-conditions and country and coun	OVERVIEW The DOST-ASTI is looking I and competent service the Supply and Delivery of One Rental to be used for project ctivities. The Approved Budget for is inclusive of all taxes and es.  TECHNICAL TS Destinations, Travel Dates Location: Benguet Province Dates of Travel: 01 to 04 or (4) days Pickup and Drop Off  DOST-ASTI, Quezon City DOST-MIRDC, DOST guig City Baguio City Atok, Benguet Bokod, Benguet Vehicle Type Airconditioned van with ioning and can carry at least	1	₱32,400.00	₱32,400.00
	100	ten (10) passengers.		WEST OF		THE RESERVE AND THE PARTY OF TH

**Postal Address** 

: ASTI Bldg., U.P. Technology Park Complex, CP Garcia Ave., Diliman, Quezon City 1101 : www.asti.dost.gov.ph : info@asti.dost.gov.ph

Website Email

Tel No. : +632 8249-8500 +632 8426-9755

2.3.2. The same must	
accommodate equipment for testing, some	
of its chairs must be removed, if necessary.	
2.3.3. Vehicle/s must be not	
more than five (5) years old and have been	
legally registered to the Land	
Transportation Office (LTO).	
2.3.4. The service provider shall	
always provide a vehicle in excellent	
condition, based on the following:	
2.3.4.1. Safe and roadworthy;	
2.3.4.2. Well-maintained engines	
and other mechanical parts and tires;	
2.3.4.3. Efficient air-conditioning	
unit, clean and functioning seats; and 2.3.4.4. Clean interior/exterior and	
2.3.4.4. Clean interior/exterior and free from insects, dust, and unpleasant	
odor	
2.3.4.5. The vehicle must be	1
disinfected every other use.	
2.4. In case of vehicle	
breakdown or malfunction the service	
provider must provide a replacement	
vehicle within twenty-four (24) hours upon	ı
notification and at no cost to DOST-ASTI.	١
Repairs and maintenance shall be for the	ı
account of the service provider.	1
2.5. Driver	ı
2.5.1. Driver/s must have a valid	۱
professional driver's license with restriction	ı
codes at least 1	1
2.5.2. Driver/s must be fully	I
vaccinated and follow the minimum health	۱
protocols.	ı
2.5.3. All benefits due to the	I
driver shall be for the account of the	ı
service providers	ı
2.6. Additional Requirements	ı
2.6.1. Rental costs are inclusive	l
of driver's fees, meals, accommodation,	ı
toll fees, parking fees, and gasoline, among	l
others.	ı
2.6.2. The service provider is	l
required to submit a breakdown of the	
quotation which must indicate the rental	
rate per day. The service provider must	
give a rate per day for the said province.	
The said rate per day is not subject to	
change.	
2.6.3. The schedule of the trip, as	
reflected in 2.1.2, is executory upon the	
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.	
2.6.4. If delays or rescheduling	
are likely to be incurred, the end-user unit	
are intery 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. Afterwhich, the DOST-ASTI PMS shall issue a letter to the service provider. 2.6.5. The trip shall be rescheduled for seven (7) times only. 2.6.6. The service provider must observe the destination/s specified in the Contract. A trip made beyond the specified location in the Contract shall not be settled by the DOST-ASTI. 2.6.7. When the service provider fails to provide vehicles within the confirmed/specified schedule, the service provider shall be liable for damages for the delay and shall pay the DOST-ASTI liquidated damages in an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed Goods/Services scheduled for delivery for every day of delay until such Goods/Services are finally delivered and accepted by the DOST-ASTI. Such amount shall be deducted from any money due, or which may become due to the service provider, or collected from any securities or warranties posted by the service provider, whichever is convenient to the DOST-ASTI. In case the total sum of liquidated damages reaches ten percent (10%) of the total contract price, DOST-ASTI may rescind the contract and impose appropriate sanctions over and above the liquidated damages to be paid. 3. **PAYMENT TERMS** Price quotation/s must be 3.1. inclusive of all applicable taxes and charges. Billing/Invoice and trip ticket duly acknowledged by the passengers shall be submitted to the DOST-ASTI after every trip. Payment shall be made only upon certification/acceptance of the end-user to the effect that the services have been rendered or delivered in accordance with the terms of this Contract and have been duly inspected and accepted. Advance payment is not allowed. No payment shall be made for services not yet rendered. (Please see attached quotation.)

			tal Services for REIINNFORCE			
The same		Deployment	t- Region 2		ASSESSMENT OF	
	1	1.	OVERVIEW			
		1.1.	The DOST-ASTI is looking		MORE SE	
			ed and competent service			
			the Supply and Delivery of			
			Vehicle Rental to be used for			
			oyment activities.			
		1.2.	The Approved Budget for			
		the Contract	t is inclusive of all taxes and			
		service char	ges.			
		2.	TECHNICAL			
2	Lot	REQUIREME	NTS	1	₱27,540.00	₱27,540.00
	Loc	2.1.	Destinations, Travel		F21,540.00	F21,540.00
	100	Periods, and			1370	
		2.2.	Location: Nueva Vizcaya			
		Province				
		2.2.1.	Dates of Travel: 26 to 28			
	161		three (3) days		TO SEE SEE	
		2.2.2.	Pickup and Drop Off			
		Points:	DOCT ACTION ON			
		2.2.2.1.	DOST-ASTI, Quezon City			
		2.2.2.2. 2.2.2.3.	Bayombong Dupax del Norte			
		2.2,2.5,	Dupax del Norte			
		2.3.	Vehicle Type			
		2.3.1.	4x4 Pickup or Sports Utility			
			dual air-conditioning unit and			
			least four (4) to five (5)			
		passengers.	The same must			
			te equipment for testing, some			
			nust be removed, if necessary.			
		2.3.3.	Vehicle/s must be not			
	50.50	more than fiv	ve (5) years old and have been			<b>LIESENSKY</b>
			ered to the Land			
	3897		on Office (LTO).			
		2.3.4.	The service provider shall			
	TO POST		de a vehicle in excellent	No.		
	322	2.3.4.1.	sed on the following: Safe and roadworthy;	RESTRICT.		SHANE STATE
	HERE	2.3.4.1.	Well-maintained engines		STATE OF STREET	
			echanical parts and tires;	4.3.5		
		2.3.4.3.	Efficient air-conditioning			S145 5 5 188
		unit, clean ar	nd functioning seats; and			
		2.3.4.4.	Clean interior/exterior and	Part of		
1775			ects, dust, and unpleasant		NEW YORK	
		odor	AND THE PERSON NAMED IN	STRUE		
Total State	181468	2.3.4.5.	The vehicle must be	NASTL.	THE REPORT OF	
12 12 1	130		very other use.			
		2.4.	In case of vehicle	THE RESERVE OF THE PERSON NAMED IN COLUMN TWO IS NOT THE PERSON NAMED IN COLUMN TWO IS NAME		
TWO DEEDS			r malfunction the service t provide a replacement		Charles &	A PARTIES
	15 5		n twenty-four (24) hours upon	<b>共产工</b>		
1100			nd at no cost to DOST-AST!.		9-51 15/678 5	
	1883		naintenance shall be for the	73723	TENTON S	SERVICE DOS
	Section 2	repunsaria li	Tallicondition official be for the	100.55		

Driver 2.5.1. Driver/s must have a valid professional driver's license with restriction codes at least 1 2.5.2 Driver/s must be fully vaccinated and follow the minimum health protocols. 2.5.3. All benefits due to the driver shall be for the account of the service providers 2.6. Additional Requirements 2.6.1. Rental costs are inclusive of driver's fees, meals, accommodation, toll fees, parking fees, and gasoline, among others. 2.6.2. The service provider is required to submit a breakdown of the quotation which must indicate the rental rate per day. The service provider must give a rate per day for the said province. The said rate per day is not subject to change. 2.6.3. The schedule of the trip, as reflected in 2.1.2, is executory upon the perfection of the contract and issuance of the Notice to Proceed unless otherwise rescheduled or canceled by the end-user for any justifiable causes. 2.6.4. 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. Afterwhich, the DOST-ASTI PMS shall issue a letter to the service provider. 2.6.5. The trip shall be rescheduled for seven (7) times only. 2.6.6. The service provider must observe the destination/s specified in the Contract. A trip made beyond the specified location in the Contract shall not be settled by the DOST-ASTI. When the service provider 2.6.7. fails to provide vehicles within the confirmed/specified schedule, the service provider shall be liable for damages for the delay and shall pay the DOST-ASTI liquidated damages in an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed Goods/Services scheduled for delivery for every day of delay until such Goods/Services are finally

account of the service provider.

(Total Amount in Words)		Fifty-Nine Thousand Nine Hundred Forty Pesos Only		
		RETURNS.	TOTAL:	₱59,940.00
	(Please see attached quotation.)			
	services not yet rendered.			
	allowed. No payment shall be made for			
	accepted. Advance payment is not		HILL THE PARTY OF	
	and have been duly inspected and	THE REAL PROPERTY.		
	accordance with the terms of this Contract	A A STATE		
	have been rendered or delivered in			
	end-user to the effect that the services		HART WAS	
31	only upon certification/acceptance of the			
MATE OF	3.3. Payment shall be made	1	1984277516	
2 9 TO	DOST-ASTI after every trip.			
	passengers shall be submitted to the			
335	ticket duly acknowledged by the			
	3.2. Billing/Invoice and trip	N. Carlot	NA TITLE ST	
	inclusive of all applicable taxes and charges.		KING STATE	
	3.1. Price quotation/s must be			
	3. PAYMENT TERMS			
	liquidated damages to be paid.			
	appropriate sanctions over and above the			
AND E	ASTI may rescind the contract and impose			
	(10%) of the total contract price, DOST-	2000		
13.	liquidated damages reaches ten percent		23.02.53	
	to the DOST-ASTI. In case the total sum of			
	service provider, whichever is convenient			
1000	securities or warranties posted by the			
	the service provider, or collected from any			
	money due, or which may become due to			
	delivered and accepted by the DOST-ASTI.  Such amount shall be deducted from any			

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 fruity fours,			
		FRAI	NZ A. DE LEON, Ph.D.		
	(Signature over Printed Name of Supplier)		Director, DOST-ASTI		
	(Date)				
Fund Cluster:	01	ORS / BURS	No.:021011012025-03-000193		
Bridge College		ORS / BURS	Date: MARCH 21, 2025		
Funds Available:	Php 59,940.00	Amount:	₱ 59,990.00		
	GAY CONCEPCION S. BUGAGAO				
	Accountant III				



#### Republic of the Philippines

## **DEPARTMENT OF SCIENCE AND TECHNOLOGY** ADVANCED SCIENCE AND TECHNOLOGY INSTITUTE





21 March 2025

#### **NOTICE TO PROCEED** ALTERNATIVE MODE OF PROCUREMENT

Ms. ANNALIZA VALIMENTO Authorized Representative **7SQ OPC** Tukod Cor. Sapang Pahalang San Rafael, Bulacan 3008

Dear Ms. Valimento,

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

Supply and Delivery of Vehicle Rental Services for REIINNFORCE Deployment - CAR and Contract Name Region 2 Purchase Request No. GAA-25-03-20793 Purchase / Work Order No. 25-03-050 Total Contract Price P59.940.00

(inclusive of taxes, import duties and all other charges or fees) Total Contract Price in Words

Fifty Nine Thousand Nine Hundred Forty Pesos

Upon issuance of this Notice, your company, 7SQ OPC 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 bacsec@asti.dost.gov.ph.

FRANZ A. DE LEON, Ph.D. Digitally Digitally Jeffrey Aborot Director	
DATE OF ISSUANCE:	RECEIVED BY:
2 5 MAR 2025	
	Signature over Printed Name
	Date and Time

Postal Address : ASTI Bidg., U.P. Technology Park Complex,

CP García Ave., Diliman, Quezon City 1101

Website

www.asti.dost.gov.ph

Email : info@asti.dost.gov.ph Tel No.

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ASTI-FM 03-19 REV 2 / 05 October 2023