



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:	TÜV RHEINLAND PHILIPPINES, INC.	PO No.:	25-05-079
Address:	GF & Mezz 2291 Chino Roces Ext., Magallanes, Makati City 1232	PO Date:	May 8, 2025
TIN:	239-108-366-00000	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>Work Environment Measurement (WEM)</p> <p>1. BACKGROUND and OBJECTIVES</p> <p>1.1. DOST-ASTI is seeking qualified and competent service provider for the conduct of Work Environment Measurements (WEM) in DOST-ASTI. This is to maintain a safe and healthy workforce to ensure a hazard-free working condition for employees.</p> <p>1.2. Work shall include supervision, delivery, and services necessary to properly conduct and implement the works.</p> <p>1.3. The Approved Budget for the Contract is inclusive of all applicable government taxes and other charges.</p> <p>2. LOCATION</p> <p>2.1. DOST-ASTI Bldg., UP Technology Park Complex, C.P. Garcia Avenue, Diliman, Quezon City, Philippines 1101</p> <p>3. DELIVERY AND PROJECT DURATION</p> <p>3.1. The project duration covering the Work Environment Measurements shall be for a period of One Hundred (100) calendar days upon the issuance of Notice to Proceed.</p>	1	P56,448.00	P56,448.00

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

3.2. Any request for delivery and time extension shall be for valid reasons or of unforeseen circumstances subject to approval, in writing, by DOST-ASTI. Work will be scheduled on or after office hours, and during weekends, and/or holidays duly approved by the end.

4. QUALIFICATIONS

4.1. The Service Provider shall be a testing service provider accredited by the Occupational Safety and Health Center (OSHC) of the Department of Labor and Employment (DOLE) as a WEM Provider. The Service provider must have at least five (5) years' experience in similar or related work to the project.

5. SCOPE OF WORKS

5.1. Pre-Analysis

5.1.1. The Service Provider shall conduct presentation of Project Daily Time Schedule and establish WEM Activity expectation for DOST-ASTI.

5.1.1.1. The Service Provider must submit Test Plan and request to conduct WEM to DOLE OSHC prior to the actual WEM. Actual WEM test should be conducted within forty-five (45) calendar days upon issuance of Notice to Proceed.

5.1.1.2. The Service Provider shall notify DOST-ASTI if the test plan is approved or if certain revisions recommended by the OSHC Environmental Control Division (ECD) must be followed.

5.2. Actual WEM Test

5.2.1. Conduct WEM based on the approved Test Plan. Coordinate with DOST-ASTI for the schedule. Refer to Annex A for the Areas for Measurement and Parameter.

5.2.2. The actual test must be completed within ten (10) calendar days after it is conducted.

5.2.3. The test must be conducted by a registered Industrial Hygienist.

5.3. Post-Analysis

5.3.1. The WEM Industrial Hygienist must present the reports on the physical parameters. The discussion should clarify the direct reading regarding WEM. This activity must be conducted right after the Actual WEM Test.

5.4. Organize a meeting to review all the findings in the WEM Report and collaborate with ASTI personnel to discuss

recommendations and necessary actions to address the results.

6. TEST PARAMETERS

- 6.1. Illumination
 - 6.1.1. Methodology and Analysis: Direct Reading – Lux Meter
 - 6.1.2. Number of Sampling Points: Minimum of Sixty-Two (62) test points
- 6.2. Air Temperature
 - 6.2.1. Methodology and Analysis: Direct Reading – WBGT Meter
 - 6.2.2. Number of Sampling Points: Minimum of Thirty (30) test points
- 6.3. Relative Humidity
 - 6.3.1. Methodology and Analysis: Direct Reading – WBGT Meter
 - 6.3.2. Number of Sampling Points: Minimum of Thirty (30) test points
- 6.4. Respirable Dust
 - 6.4.1. Methodology and Analysis: Direct Reading – Multigas Analyzer - NDIR
 - 6.4.2. Number of Sampling Points: Minimum of Thirty (30) test points
- 6.5. Carbon Dioxide
 - 6.5.1. Methodology and Analysis: Direct Reading – Dust Trak
 - 6.5.2. Number of Sampling Points: Minimum of Thirty (30) test points

7. DELIVERABLES

- 7.1. WEM Report
 - 7.1.1. The WEM Report (Direct reading parameters) must be provided to the DOST-ASTI within thirty (30) calendar days after the last day of the Actual WEM Test.
 - 7.1.2. The WEM Report (Direct reading parameters with laboratory analysis) must be provided to the DOST-ASTI within forty-five (45) calendar days after the last day of the Actual WEM Test.
 - 7.1.3. WEM Report shall include at least the following:
 - 7.1.3.1. Conditions at sampling: Parameters, Methods and Standards used
 - 7.1.3.2. Results of Measurements
 - 7.1.3.3. Evaluation: comparison of results with permissible levels
 - 7.1.3.4. Control Measures: evaluation of existing controls; recommendation of appropriate and feasible controls
- 7.3. Service completion

8. PAYMENT TERMS

- 8.1. Payment shall be made only upon certification/acceptance by the end-user


	that the goods are delivered in accordance with the terms of this contract and are duly inspected and accepted. No payment shall be made for goods not delivered.			
	9. OTHER TERMS AND CONDITION			
	9.1. The Service Provider shall not release any information or data obtained in the course of this service to any person or entity without written consent from DOST-ASTI.			
	9.2. All intellectual property, including studies, reports, or other materials, models, spreadsheets, or otherwise, prepared, developed, or produced by the service provider shall belong to and remain the property of DOST-ASTI.			
	(Please see attached quotation.)			
			TOTAL:	₱56,448.00
(Total Amount in Words)		Fifty-Six Thousand Four Hundred Forty Eight 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.:	02101012025-06-000331
		ORS / BURS Date:	MAY 09, 2025
Funds Available:	₱ 56,448.00	Amount:	₱ 56,448.00
<div>GAY CONCEPCION S. BUGAGAO Accountant III</div>			



08 May 2025

NOTICE TO PROCEED
ALTERNATIVE MODE OF PROCUREMENT

Ms. ROMELYN P. CABAYAO
Senior Account Executive
TUV RHEINLAND PHILIPPINES, INC.
GF La Fuerza Bldg. 1
2241 Don Chino Roces Ave.
Makati City 1231

Dear Ms. Cabayao,

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

Contract Name	: Supply and Delivery of One (1) Lot Work Environment Measurement (WEM)
Purchase Request No.	: GAA-25-04-20949
Purchase / Work Order No.	: 25-05-079
Total Contract Price	: Php 56,448.00
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: Fifty Six Thousand Four Hundred Forty Eight Pesos

Upon issuance of this Notice, your company, TUV RHEINLAND PHILIPPINES, 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. *Jeffrey A. Absarat*
Director

DATE OF ISSUANCE:

14 MAY 2025

RECEIVED BY:

Signature over Printed Name

Date and Time

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