



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:	SHAYNE PORTE BAUTISTA TRAVEL AND TOURS	PO No.:	REIINN-25-05-001
Address:	460 L.E. JP Rizal St., Brgy. 1 Crossing, Calamba, Laguna	PO Date:	May 21, 2025
TIN:	484-749-532-00000	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

Date of Delivery: _____

Delivery Term: Per end-user's schedule

Payment Term: Government Terms

Warranty Term: _____

Stock / Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	Lot	<p>Vehicle Rental for REIINN NCR Activities in NCR / Metro Manila</p> <p>1.OVERVIEW</p> <p>1.1.The DOST-ASTI is looking for a qualified and competent service provider for the Supply and Delivery of One (1) Lot Vehicle Rental to be used for project deployment activities.</p> <p>1.2.The Approved Budget for the Contract is inclusive of all taxes and service charges.</p> <p>2.TECHNICAL REQUIREMENTS</p> <p>2.1.Destinations, Travel Periods, and Dates</p> <p>2.2.Location: NCR/Metro Manila</p> <p>2.3.Dates of Travel:</p> <p>2.3.1. May - 28-30 (3 days)</p> <p>2.3.2. June -16-18 (3 days)</p> <p>2.3.3. July 2-4 (3 days)</p> <p>2.3.4. July 16-18 (3 days)</p> <p>2.3.5. August 6-8 (3 days)</p> <p>2.3.6. August 27-28 (2 days)</p> <p>2.4. Pickup and Drop Off Points: Any point in NCR, but with multiple trips to the following areas:</p> <p>2.4.1. Quezon City</p> <p>2.4.2. Pasig City</p> <p>2.4.3. Pateros</p> <p>2.4.4. Muntinlupa City</p> <p>2.4.5. Taguig City</p>	1	P61,200.00	P61,200.00

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

- 2.4.6. Valenzuela City
- 2.4.7. Caloocan City
- 2.4.8. City of Manila
- 2.4.9. Malabon City

2.5. Vehicle Type

2.5.1. Closed type Airconditioned vehicle with dual air-conditioning unit and can carry at least ten (10) passengers

2.5.2. The same must accommodate equipment for testing, some of its chairs must be removed, if necessary.

2.5.3. Vehicle/s must be not more than five (5) years old and have been legally registered to the Land Transportation Office (LTO).

2.6. Safe and road worthy;

2.6.1. Well-maintained engines and other mechanical parts and tires;

2.6.2. Efficient air-conditioning unit, clean and functioning seats; and

2.6.3. Clean interior/exterior and free from insects, dust, and unpleasant odor

2.6.4. The vehicle must be disinfected every other use.

2.6.5. In case of vehicle breakdown or malfunction, the service provider must provide a replacement vehicle that complies with 2.5.1 provision, within twenty-four (24) hours upon notification and at no cost to DOST-ASTI. Repairs and maintenance shall be for the account of the service provider.

2.7. Driver

2.7.1. Driver/s must have a valid professional driver's license with restriction codes at least 1

2.7.2. Driver/s must be fully vaccinated and follow the minimum health protocols.

2.7.3. All benefits due to the driver shall be for the account of the service providers

2.8. Additional Requirements

2.8.1. Swapping and changing of vehicle units during travel duration, unless necessary due to car breakdown, is NOT allowed. If swapping and changing of vehicle units is necessary, the replacement unit must comply with the specification stated in 2.5.1

2.8.2. Rental costs are inclusive of driver's fees, meals, accommodation, toll fees, parking fees, and gasoline, among others.

2.8.3. 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.

2.8.4. 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.

2.8.5. 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.

2.8.6. The trip shall be rescheduled for seven (7) times only.

2.8.7. 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.

2.8.8. 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

3.1. Price quotation/s must be inclusive


	of all applicable taxes and charges. 3.2. Billing/Invoice and trip ticket duly acknowledged by the passengers shall be submitted to the DOST-ASTI after every trip. 3.3. 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.)			
			TOTAL:	₱61,200.00
(Total Amount in Words)			Sixty One Thousand Two 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 A.
Aborot

(Date)

Fund Cluster:	07	ORS / BURS No.:	023080012025-05-00037
		ORS / BURS Date:	MAY 22, 2025
Funds Available:	₱61,200.00	Amount:	₱ 61,200.00
<div> GAY CONCEPCION S. BUGAGAO Accountant III</div>			



21 May 2025

NOTICE TO PROCEED
ALTERNATIVE MODE OF PROCUREMENT

Ms. MARIELA LONTO
Secretary
SHAYNE PORTE BAUTISTA TRAVEL AND TOURS
460 L.E. JP Rizal St.
Brgy. 1 Crossing
Calamba, Laguna

Dear Ms. Lonto,

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

Contract Name	: Supply and Delivery of One (1) Lot Vehicle Rental For REIINN NCR Activities in NCR / Metro Manila
Purchase Request No.	: REIINN-25-04-21092
Purchase / Work Order No.	: REIINN-25-05-001
Total Contract Price	: Php 61,200.00
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: Sixty One Thousand Two Hundred Pesos

Upon issuance of this Notice, your company, **SHAYNE PORTE BAUTISTA TRAVEL AND TOURS** 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 A.
Abarot

DATE OF ISSUANCE:

MAY 26 2025

RECEIVED BY:

Signature over Printed Name

Date and Time

Postal Address : ASTI Bldg. UP 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
Fax No.: +632 8249-9764

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