



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:	AMO CHARTERED BUSES AND CARS OPERATION SERVICES	PO No.:	25-05-091
Address:	88 Venus St., Manuyo Dos, Las Piñas City, 1744	PO Date:	May 27, 2025
TIN:	323-924-081-00000	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:	Per end-user's schedule
Date of Delivery:		Payment Term:	Government Terms
		Warranty Term:	

Stock / Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	Lot	<p>Vehicle Rental for the Participants of Team Building</p> <p>1. Overview</p> <p>1.1. DOST-ASTI requires vehicle rental services, which can accommodate more or less two hundred (200) passengers, for the DOST-ASTI Team Building.</p> <p>1.2. The Approved Budget for the Contract is inclusive of government taxes and all other applicable charges.</p> <p>2. Vehicle</p> <p>2.1. Type of Vehicle: Airconditioned Bus</p> <p>2.1.1. Quantity: Four (4)</p> <p>2.1.2. Capacity: Forty-nine (49) passengers per bus</p> <p>2.1.3. Fully airconditioned and non-smoking</p> <p>2.1.4. With luggage storage</p> <p>2.1.5. Bus preferably not more than five (5) years old</p> <p>2.1.6. Bus must be well-maintained, safe,</p>	1	₱175,200.00	₱175,200.00

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

	and in good running condition			
	3. Trip Schedule and Destination			
	3.1. Tentative schedule is on 10 and 11 June 2025			
	3.1.2. Dates may be subject to change.			
	3.1.3. Date of Travel: 10 June 2025			
	3.1.4. Pick-up Time: 6:00 AM			
	3.1.5. Pick-up Point: DOST-ASTI Bldg., UP Technology Park Complex, CP Garcia Ave., UP Campus, Diliman, Quezon City			
	3.1.6. Destination: Morong, Bataan			
	3.1.7. Date of Travel: 11 June 2025			
	3.1.8. Pick-up Time: 1:00 PM			
	3.1.9. Pick-up Point: Morong, Bataan			
	3.1.10. Destination: DOST-ASTI Bldg., UP Technology Park Complex, CP Garcia Ave., UP Campus, Diliman, Quezon City			
	3.1.11. Bus route			
	3.1.12. Bus should traverse designated safe, shortest, and fastest route (i.e., via SCTEX, TPLEX, expressways, use of RFIDs, etc.)			
	4. Responsibilities of the Service Provider			
	4.1. Service is inclusive of fuel, toll fees, parking fees, driver's fee, driver's meals, passenger insurance, among others.			
	4.2. Bus driver and its conductor must be fit and in good health, fully vaccinated against COVID-19 and must observe proper health and safety protocols.			
	4.3. Bus must be disinfected properly prior to occupancy.			
	4.4. Supplier must have a backup unit in case of emergency, i.e., engine breakdown, etc.			
	4.5. Responsibilities of DOST-ASTI			
	4.5.1. Confirm final dates of travel at least			

	<p>seven (7) calendar days prior to the schedule.</p> <p>4.5.1.1. 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. After which, the DOST-ASTI PMS shall issue a letter to the service provider.</p> <p>4.5.2. Confirm total number of passengers within seven (7) calendar days prior to the final dates of travel.</p> <p>5. Pricing and Payment</p> <p>5.1. Price quotation must be inclusive of applicable government taxes and charges.</p> <p>5.2. Payment shall be based on actual usage of rented bus/es.</p> <p>5.3. Payment shall only be processed upon submission of complete documents from end-user and supplier.</p> <p>(Please see attached quotation.)</p>			
			TOTAL:	₱175,200.00
(Total Amount in Words)			One Hundred Seventy-Five 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:	<u>01</u>	ORS / BURS No.:	<u>02101012025-05-000392</u>
Funds Available:	<u>₱175,200.00</u>	ORS / BURS Date:	<u>MAY 27, 2025</u>
		Amount:	<u>₱ 175,200.00</u>
<p> GAY CONCEPCION S. BUGAGAO Accountant III</p>			



27 May 2025

NOTICE TO PROCEED
ALTERNATIVE MODE OF PROCUREMENT

Mr. ALFIE OMPAD
Owner
AMO CHARTERED BUSES AND CARS OPERATION SERVICES
88 Venus St., Manuyo Dos
Las Piñas City, 1744

Dear Mr. Ompad,

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

Contract Name	: Supply and Delivery of One (1) Lot Vehicle Rental for the Participants of Team Building
Purchase Request No.	: GAA-25-04-21102
Purchase / Work Order No.	: 25-05-091
Total Contract Price	: Php 175,200.00
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: One Hundred Seventy Five Thousand Two Hundred Pesos

Upon issuance of this Notice, your company, AMO CHARTERED BUSES AND CARS OPERATION SERVICES 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

DATE OF ISSUANCE:

29 MAY 2025

RECEIVED BY:

Signature over Printed Name

Date and Time

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REV 2 / 05 October 2023