



Republic of the Philippines
DEPARTMENT OF SCIENCE AND TECHNOLOGY
ADVANCED SCIENCE AND TECHNOLOGY INSTITUTE



PURCHASE ORDER

ASTI-FM 03-17
REV 4 / 09 June 2025

| | | | |
|-----------|------------------------------|----------------------|---------------------------------|
| Supplier: | DREAM FAVOR TRAVEL & TOURS | PO No.: | FASTRACRo-25-07-003 |
| Address: | Santol Boac, Marinduque 4900 | PO Date: | July 02, 2025 |
| TIN: | 118-449-308-001 | 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 Services - Marinduque</p> <p>1.GENERAL OVERVIEW</p> <p>1.1.DOST-ASTI is looking for a qualified and competent service provider for one (1) lot of vehicle rental services to be used for the field deployment of the FASTRAC Lite: ROAMER Project in Marinduque on July 14-18, 2025.</p> <p>1.2.The Approved Budget for the Contract (ABC) is inclusive of government taxes and other charges.</p> <p>2.SPECIFICATIONS AND REQUIREMENTS</p> <p>2.1.Vehicle Type</p> <p>2.1.1.Closed, Spacious Van</p> <p>2.1.1.1.Number of Vehicles: One (1)</p> <p>2.1.1.2.Number of Passengers: Approximately six (6) to eight (8)</p> <p>2.1.1.3.Fully airconditioned</p> <p>2.1.1.4.Vehicles must be well-maintained, safe and in good running condition</p> <p>2.1.1.5.Vehicles must be disinfected prior to the occupancy of passengers</p> <p>2.2.Schedules and Destinations</p> <p>2.2.1.Manila to Marinduque</p> <p>2.2.1.1.Pick-up Point: Quezon City, Metro Manila</p> <p>2.2.1.2.Drop-off Point: Masalukot, Sta. Cruz, Marinduque</p> <p>2.2.1.3.Travel Date: July 14, 2025; one (1) day</p> | 1 | P61,000.00 | P61,000.00 |

2.2.1.4. Whole day vehicle rental, usage hours dependent on actual travel time

2.2.2. Marinduque to Manila

2.2.2.1. Pick-up Point: Masalukot, Sta. Cruz, Marinduque

2.2.2.2. Drop-off Point: Quezon City, Metro Manila

2.2.2.3. Travel Date: July 18, 2025; one (1) day

2.2.2.4. Whole day vehicle rental, usage hours dependent on actual travel time

2.2.3. Within Marinduque

2.2.3.1. Pick-up and Drop-off Points:

2.2.3.1.1. Balanacan Port, Marinduque

2.2.3.1.2. Masalukot, Sta. Cruz, Marinduque

2.2.3.2. Travel Date/s: July 15-17, 2025; three (3) days

2.2.3.3. At least eight (8) hours of vehicle rental usage per day

2.2.3.4. On-call and per-day basis, subject to the end-user's actual usage

2.3. Quoted rates must be inclusive of the following:

2.3.1. Vehicle rental costs;

2.3.2. RoRo fare for vehicle (if applicable);

2.3.3. RoRo fare for driver and passengers (if applicable);

2.3.4. Driver's fee;

2.3.5. Driver meals;

2.3.6. Driver's accommodation;

2.3.7. Gasoline expenses;

2.3.8. Terminal fees (if applicable);

2.3.9. Toll fees (if applicable); and

2.3.10. Other miscellaneous expenses that may arise during the entire travel (i.e., parking fees, etc.).

2.4. Designated driver of the service provider must have a valid driver's license and must be fully vaccinated.

2.5. Supplier must have a backup vehicle in case of emergency (i.e., engine breakdown, etc.) at no additional cost to DOST-ASTI.

2.6. 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 destinations. The said rate per day is not subject to change.

2.7. For the vehicle rental schedules within Marinduque that are on an on-call and per-day basis, the end-user must give at least two (2) days prior notice to the service provider that the vehicle rental will be required for the specified day/s.

2.8. The schedules of the trips are executory upon the perfection of the

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|-------------------------|---|--|-------------------------------|------------|
| | <p>Contract and issuance of the Notice to Proceed (NTP) unless otherwise re-scheduled or canceled by the end-user for any justifiable causes. 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>3.DELIVERY AND PAYMENT TERMS</p> <p>3.1.Payment shall be based on the actual number of day/s where the vehicle rental services were used, according to the rental rate per day quoted by the service provider. No payment shall be made for services that were not rendered under this Contract.</p> <p>3.2.Price quotation/s must be inclusive of all applicable taxes and charges.</p> <p>3.3.Full 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.</p> <p>(Please see attached quotation.)</p> | | | |
| | | | TOTAL: | P61,000.00 |
| (Total Amount in Words) | | | Sixty One Thousand 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)

(Date)


FRANZ A. DE LEON, Ph.D.
Director, DOST-ASTI

 Digitally signed by Jeffrey A. Aborot

| | | | |
|---|---------------|------------------|-------------------------|
| Fund Cluster: | 07 | ORS / BURS No.: | 02308601-2025-07-000216 |
| Funds Available: | Php 61,000.00 | ORS / BURS Date: | JULY 03, 2025 |
| | | Amount: | ₱ 61,000.00 |
| <div> GAY CONCEPCION S. BUGAGAO Accountant III</div> | | | |



02 July 2025

NOTICE TO PROCEED
ALTERNATIVE MODE OF PROCUREMENT

Ms. SUSAN M. NACE
General Manager
DREAM FAVOR TRAVEL & TOURS
Santol Boac
Marinduque 4900

Dear Ms. Nace,

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

| | |
|---|--|
| Contract Name | : Provision of One (1) Lot Vehicle Rental Services - Marinduque |
| Purchase Request No. | : FASTRACRoa-25-06-21423 |
| Purchase / Work Order No. | : FASTRACRoa-25-07-003 |
| Total Contract Price | : Php 61,000.00 |
| (inclusive of taxes, import duties and all other charges or fees) | |
| Total Contract Price in Words | : Sixty One Thousand Pesos |

Upon issuance of this Notice, your company, **DREAM FAVOR TRAVEL & 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.
Aboret

DATE OF ISSUANCE:

7-8-2025

RECEIVED BY:

Signature over Printed Name

Date and Time