



Republic of the Philippines
Department of Science and Technology

ADVANCED SCIENCE AND TECHNOLOGY INSTITUTE



AJ 2023-05-00229
ofS 2023-05-000358

ASTI-FM 03-17
REV 2/31 January 2020

PURCHASE ORDER

Supplier:	COOL ENERGY REFRIGERATION AND AIRCONDITIONING SERVICES	PO No.:	23-05-082
Address:	95-C General Luna St., Sta. Ana, San Mateo, Rizal	PO Date:	May 29, 2023
TIN:	289-694-239-000	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>Preventive Maintenance Services for Airconditioning Units</p> <p>1. OBJECTIVE</p> <p>The DOST-Advanced Science and Technology Institute intends to engage the services of Bidder/Contractor duly authorized and with the necessary expertise, experience and capacity to maintain and/or recommend replacement of parts accessories of various brands of Air-Conditioning Units.</p> <p>2. PROJECT COVERAGE</p> <p>The scope of services covers comprehensive maintenance services for all the Air-Conditioning Units of ASTI and EPDC.</p> <p>3. LOCATION</p> <p>A. ASTI Building and grounds located at C.P. Garcia Ave., U.P. Diliman 1101, Quezon City. B. Electronic Product Development Center (EPDC) with office address at MIRDC Comp., Gen. Santos Ave., Bicutan 1631, Taguig City. C. University of Philippines Diliman -National Engineering Center, Room 405-406 & 409, 4th Floor an office space in Junio Hall.</p> <p>4. CONTRACT PERIOD</p> <p>The contract period is until December 2023</p> <p>5. QUALIFICATIONS OF SERVICE PROVIDER</p> <p>The SERVICE PROVIDER must have the required experience and expertise to carry out the preventive maintenance services. The following must be submitted as part oof the post-qualification:</p> <p>A. Must be in business of air-conditioning preventive maintenance services in three (3) years</p>	1	P358,500.00	P358,500.00

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;
Fax No. : +632 8426-9764

(DTI Registration, Business Permit).

B. Certified technicians with at two (2) years working experience in preventive maintenance of air conditioning units to be assigned in ASTI.

C. Must have attended relevant training within three (3) years, as evidenced by training certificates of technicians who will be assigned to ASTI.

D. Proven track record in rendering satisfactory provision of air conditioning preventive maintenance services (submit a copy of certificate of satisfactory rating issued by current or previous current including ASTI).

6. SCOPE OF WORK

A. Quarterly Preventive Maintenance must include and complied the scope of work entailed in the Terms of Reference (TOR).

B. Other Services

1. Emergency "Call-in" Provisions;

2. Free Check-up, troubleshooting and ,minor repair;

3. Should respond within 24 hours upon receipt of call;

4. Cost of replacement of parts is excluded;

5. Prepare and submit clear and detailed service report including the findings and recommendations for evaluation.

6. In case of delivery of new air conditioning units, DOST-ASTI and EPDC shall formally notify the supplier of the new units to be included in the preventive maintenance activity in exchange for the replaced units.

C. Notes

1. Inclusive of taxes and other charges.

2. The number of Air-conditioning units per division/room is indicated in the Terms of References (TOR).

3. Any air-conditioning units not included for preventive maintenance may be deducted equivalent to service cost per unit.

7. SCHEDULE OF PREVENTIVE MAINTENANCE

The schedule of preventive maintenance for DOST-ASTI must be completed on or before:

a) 2nd Quarter – 13 May 2023

b) 3rd Quarter – 12 August 2023

c) 4th Quarter – 14 October 2023

The schedule of preventive maintenance for EPDC shall be as follows:

a) 2nd Quarter – 3 June 2023

b) 3rd Quarter – 2 September 2023

c) 4th Quarter – 2 December 2023

8. OBLIGATIONS OF THE SERVICE PROVIDER

8.1. Conduct the quarterly preventive maintenance, check-up and related minor repairs according to schedule to ensure reliable operation of the Air-conditioning units during the period coverage. Quotation must include the supplies/materials needed for replacement (breakdown of materials cost shall also be provided).

8.2. Provide qualified technicians, supervision, tools and equipment necessary to conduct the regular preventive maintenance check-up and related corrective repairs.

8.3. Undertakes minor adjustments and repairs as required in the manufacturer's periodic schedule. Labor and supplies, at no cost to ASTI and EPDC.

8.4. Submits Service Report to the customer or site representative upon completion of work, before leaving the site. Detailed Incident Report may also be requested for further information needed.

8.5. In case of major repair, the supplier will submit quotation of materials and spare parts needed, including scope of work to be done (applicable only if the unit is no longer under warranty).

8.6. Dispatch of the technicians for request of service assistance must be done within 24 hours upon receipt of complaint/report.

8.7. Designate a head office-based personnel who will be responsible in managing and providing administrative support services. 24/7 support thru phone and email, including regular holidays, special holidays and government announced holidays. On-call support services must also be provided in situations that require the presence of personnel, as urgently needed to perform critical activities. Response time is within 4 hours from receipt of call.

9. DUTIES AND RESPONSIBILITIES OF ASTI

The ASTI, through Property and Supply Section, shall closely monitor the implementation of the preventive maintenance activity in accordance with the specifications and conditions of the Contract. During each scheduled preventive maintenance, an authorized representative of ASTI and EPDC shall be available to supervise the procedures and ensure that office properties, such as computers and other equipment are secured.

10. PAYMENT SCHEDULE

Payment to the Service Provider shall be made on a quarterly basis upon acceptance of ASTI, subject to the submission of billing statement, duly accomplished service report forms and other documentary requirements.

11. WARRANTY

Validity of Comprehensive Service Repair and Preventive Maintenance Program shall be within the contract period upon Notice to proceed and start of preventive maintenance.

12. LIQUIDATED DAMAGES

Non-compliance with the Terms and Conditions stated in the Contract will result in the payment of corresponding penalties/liquidated damages of the Contract Price by the winning Service Provider. ASTI and EPDC reserves the right to rescind the contract after the Service Provider fails to comply for a maximum of three (3) periods, without prejudice to other courses of action and remedies open to it.

	<p>13. DISPUTE RESOLUTION</p> <p>13.1. In the matter of dispute, should any dispute related to the Contract and/or rights of the parties arise, the same shall be submitted to mutual consultation, mediation and arbitration, in the order of application. The venue of the proceedings shall be in Quezon City.</p> <p>In case of court suit, the venue shall be the courts of competent jurisdiction in Quezon City, to the exclusion of all other courts; and</p> <p>13.2. Any amendment or additional terms and conditions to the Contract must be in writing, signed and acknowledged by the Parties.</p> <p>(Please see attached quotation.)</p>		
			TOTAL: P358,500.00
(Total Amount in Words)	Three Hundred Fifty Eight Thousand Five 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. Digitally signed by Franz A. De Leon

Director, DOST-ASTI

(Date)

Fund Cluster:	<u>01</u>	ORS / BURS No.:	<u>011011012023-05-000358</u>
		ORS / BURS Date:	<u>MAY 30, 2023</u>
Funds Available:	<u>PHP 358,500.00</u>	Amount:	<u>₱ 358,500.00</u>
 GAY CONCEPCION S. BUGAGAO Accountant III			



29 May 2023

NOTICE TO PROCEED
ALTERNATIVE MODE OF PROCUREMENT

Mr. MARVIN A. CERICON
Operation Manager
COOL ENERGY REFRIGERATION AND AIRCONDITIONING SERVICES
95-C General Luna St.
Sta. Ana, San Mateo, Rizal

Dear Mr. Cericon,

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

Contract Name	: Supply and Delivery of One (1) Lot Preventive Maintenance Services for Airconditioning Unit
Purchase Request No.	: GAA-23-03-16294
Purchase / Work Order No.	: 23-05-082
Total Contract Price	: Php 358,500.00
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: Three Hundred Fifty Eight Thousand Five Hundred Pesos

Upon issuance of this Notice, your company, **COOL ENERGY REFRIGERATION AND AIRCONDITIONING 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:

JUNE 07, 2023

RECEIVED BY:

Signature over Printed Name

Date and Time

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;
Fax No. : +632 8426-9764

ASTI-FM 03-19
REV 1 / 13 January 2020