



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



**PURCHASE ORDER**

ASTI - FM 03-17  
 REV 5 / 17 October 2025

<b>Supplier:</b>	<b>CASTLE POWER SOLUTIONS PHILIPPINES, INC.</b>	<b>PO No.:</b>	<b>26-01-008</b>
<b>Address:</b>	<b>The Gallery Bldg., 80 E. Rodriguez Jr. Ave., Brgy. Ugong Norte, Quezon City 1110</b>	<b>PO Date:</b>	<b>January 30, 2026</b>
<b>TIN:</b>	<b>008-124-982-000</b>	<b>Mode of Procurement:</b>	<b>Sec. 18 - Renewal of Regular and Recurring Services</b>

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
<b>1</b>	<b>Lot</b>	<p><b>Preventive Maintenance Services for Generator Sets</b></p> <p>1. BACKGROUND and OBJECTIVES</p> <p>1.1. The Department of Science and Technology (DOST) - Advanced Science and Technology Institute (ASTI) intends to engage the services of a service provider duly authorized and with necessary expertise, experience, and capacity to maintain and/or recommend replacement of parts accessories of its generator sets, for the agency and the Electronic Products Development Center (EPDC).</p> <p>1.2. The Approved Budget for the Contract is inclusive of all applicable government taxes and service charges.</p> <p>2. SERVICE COVERAGE</p> <p>2.1. The scope of services covers comprehensive maintenance and services for generator sets of DOST-ASTI and EPDC.</p> <p>3. LOCATIONS</p> <p>3.1. DOST-ASTI Building and grounds located at C.P. Garcia Ave., U.P. Diliman 1101, Quezon City</p> <p>3.2. EPDC with office address at MIRDC</p>	<b>1</b>	<b>P487,320.00</b>	<b>P487,320.00</b>

Postal Address : ASTI Bldg., U.P. Technology Park Complex,  
 CP Garcia Ave., Diliman, Quezon City 1101  
 Website : [www.asti.dost.gov.ph](http://www.asti.dost.gov.ph)  
 Email : [info@asti.dost.gov.ph](mailto:info@asti.dost.gov.ph)

Tel No. : +632 8249-8500  
 +632 8426-9755

Compd., Gen. Santos Ave., Bicutan 1631, Taguig City.

#### 4. CONTRACT PERIOD

4.1. The contract period is from issuance of Purchase Order/Contract and Notice to Proceed until 31 December 2026.

#### 5. QUALIFICATION OF SERVICE PROVIDER

5.1. The Service Provider must have the required experience and expertise to carry out the preventive maintenance services. The following must be submitted upon submission of quotations:

5.1.1. Must be in business of generator maintenance services for the past three (3) years (Securities and Exchange Commission/Department of Trade and Industry Registration, Business Permit) and a distributor of the brand of generator sets installed in DOST-ASTI and EPDC;

5.1.2. Certified technician/s with at least three (3) years working experience in preventive maintenance of generators to be assigned in DOST-ASTI and EPDC;

5.1.3. Must have attended relevant training within the last three (3) years, as evidenced by training certificates of technicians, who will be assigned to DOST-ASTI and EPDC;

5.1.4. Proven track record in rendering satisfactory provision of generator maintenance services. Submit a copy of certificate of satisfactory rating issued by current or previous client, other than DOST-ASTI;

5.1.5. Must provide a copy of Certificate of Manufacturer's Authorized Distributorship of FG Wilson and Perkins spare parts; and

5.1.6. Must have an Authorized Service Center or must be a Certified Service Provider in the Philippines to conduct service repair and preventive maintenance for FG Wilson and Perkins Generator Sets.

#### 6. SCOPE OF WORK

6.1. The generator details, Preventive Maintenance Services of transfer switch and synchro panel, rating, model, and location are stipulated in the attached Term Sheet; and

6.2. The scope of General Preventive Maintenance, starting system, control panel, testing, megger test, battery, and

sanitation as specified in Term Sheet shall be complied with.

#### 7. OBLIGATIONS OF THE SERVICE PROVIDER

7.1. Conduct the monthly preventive maintenance, check-ups, and related minor repairs according to schedule to ensure reliable operation of the generator sets during the period coverage. Quotation must include the supplies/materials needed for replacement of engine oil, coolant, and filters; hence, breakdown cost of materials must be provided;

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

7.3. Undertake minor adjustments and repairs as required in the manufacturer's periodic schedule. Labor and supplies at no cost to DOST-ASTI or EPDC;

7.4. Submit service report to the customer or site representative upon completion of work, before leaving the site. A detailed report may also be requested for further information needed;

7.5. For units that are no longer under warranty, the service provider will submit a quotation for materials and spare parts needed, including the scope of work to be done in case of major repair;

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

7.7. Designate a head office-based personnel who will be responsible for managing and providing administrative support services. 24/7 support through 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 four hours from receipt of call; and

7.8. Provides related maintenance training on site to the end-user's representative during the scheduled check-up service.

#### 8. SCHEDULE OF PREVENTIVE MAINTENANCE

8.1. The schedule of preventive maintenance for DOST-ASTI shall be as

follows:

- 8.1.1. General Preventive Maintenance
    - 8.1.1.1. Frequency: Monthly
    - 8.1.1.2. Schedule: Every 3rd Friday of the month
  - 8.1.2. Preventive Maintenance of Synchro Panel
    - 8.1.2.1. Frequency: Semi-Annual
    - 8.1.2.2. Schedule: 15 May 2026 and 20 November 2026
  - 8.1.3. Change Oil, Coolant and Filters
    - 8.1.3.1. Frequency: Yearly
    - 8.1.3.2. Schedule: 18 September 2026
- 8.2. The schedule of preventive maintenance for EPDC shall be as follows:
- 8.2.1. General Preventive Maintenance
    - 8.2.1.1. Frequency: Monthly
    - 8.2.1.2. Schedule: Every 4th Friday of the month
  - 8.2.2. Preventive maintenance of ATS and annual change oil
    - 8.2.2.1. Frequency: Yearly
    - 8.2.2.2. Schedule: 21 August 2026

#### 9. DUTIES AND RESPONSIBILITIES OF DOST-ASTI

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

#### 10. COMMENCEMENT OF SERVICES

- 10.1. Services shall only commence upon issuance of Notice to Proceed.

#### 11. PAYMENT SCHEDULE

- 11.1. Payment to the service provider shall be made on a monthly basis upon acceptance of DOST-ASTI, which is subject to the submission of billing statement, duly accomplished service report forms and other documentary requirements.

	<p><b>12. LIQUIDATED DAMAGES</b></p> <p>12.1. Non-compliance with the terms and conditions stated in the Contract will result in the payment of corresponding penalties/liquidated damages pursuant to Republic Act (RA) No. 12009 and its Implementing Rules and Regulations (IRR). DOST-ASTI and EPDC reserve the right to rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the Contract</p> <p><b>13. WARRANTY</b></p> <p>13.1. Validity of Comprehensive Service Repair and Preventive Maintenance Program shall be within the contract period upon start of preventive maintenance.</p> <p><b>14. OTHER CONDITIONS</b></p> <p>14.1. The Contract may be extended, renewed, and amended subject to the Implementing Rules and Regulations of Republic Act No. 12009 or the New Government Procurement Act.</p>			
			<b>TOTAL:</b>	<b>₱487,320.00</b>
<b>(Total Amount in Words)</b>			<b>Four Hundred Eighty-Seven Thousand Three Hundred Twenty Pesos Only</b>	

The contract price is inclusive of taxes and other fees or charges. In case of failure to satisfactorily deliver the goods under the contract within the specified delivery schedule, inclusive of duly granted time extensions, if any, a penalty of one-tenth (1/10) of one percent (1%) of the cost of the delayed goods scheduled for delivery for every day of delay until such goods are finally delivered and accepted by 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 and in accordance with the provisions of the implementing rules and regulations of RA 12009.

Conforme:



**ANNA MAE FABREGAS**

(Signature over Printed Name of Supplier)

**2/4/2026**

(Date)


Very Truly Yours,



**FRANZ A. DE LEON, Ph.D.**

Director, DOST-ASTI

Digitally signed by Jeffrey A. Aborot

<b>Fund Cluster:</b>	<u>01</u>	ORS / BURS No.: <u>021011012026-02-000036</u>
<b>Funds Available:</b>	<u>Php 487,320.00</u>	ORS / BURS Date: <u>FEBRUARY 03, 2026</u>
		Amount: <u>₱ 487,320.00</u>
 <b>GAY CONCEPCION S. BUGAGAO</b> Accountant III		



30 January 2026

**NOTICE TO PROCEED**

**Ms. ANNA MAE FABREGAS**  
 Parts Sales and Service Rep.  
**CASTLE POWER SOLUTIONS PHILIPPINES, INC.**  
 The Gallery Bldg., 80 E. Rodriguez Jr. Ave.  
 Brgy. Ugong Norte, Quezon City 1110

Dear **Ms. Fabregas**,

The attached Contract having been approved; notice is hereby given to **CASTLE POWER SOLUTIONS PHILIPPINES, INC.** that performance on the **“Renewal of Preventive Maintenance Services for Generator Sets”** in an amount of **Four Hundred Eighty-Seven Thousand Three Hundred Twenty Pesos Only (P487,320.00)** shall commence effective on the date of issuance of this Notice.

Upon receipt of this notice, you are responsible for performing the service under the terms and conditions provided in **Purchase Order No. 26-01-008**.

Please acknowledge receipt of this notice by signing on the space provided below.

Respectfully,

  
**FRANZ A. DE LEON, Ph.D.**  
 Director

Digitally signed by Jeffrey A. Aborot

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**DATE OF ISSUANCE:**

**FEB 04 2026**

**RECEIVED BY:**

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Signature over Printed Name

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Date and Time