



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

**PURCHASE ORDER**

<b>Supplier:</b>	<b>SHAYNE PORTE BAUTISTA TRAVEL AND TOURS</b>	<b>PO No.:</b>	<b>REIINN-23-06-002</b>
<b>Address:</b>	<b>460 L.E. JP Rizal St., Brgy. 1 Crossing, Calamba, Laguna</b>	<b>PO Date:</b>	<b>June 14, 2023</b>
<b>TIN:</b>	<b>484-749-532-000</b>	<b>Mode of Procurement:</b>	<b>NP-53.9 Small Value Procurement</b>

Gentleman:

Please furnish this Office the following articles subject to the terms and conditions contained herein:

<b>Place of Delivery:</b>	<b>ASTI Bldg., C.P. Garcia Ave., U.P. Technology Park Complex, U.P. Campus, Diliman, Quezon City 1101</b>	<b>Delivery Term:</b>	<b>Per end-user's schedule</b>
<b>Date of Delivery:</b>		<b>Payment Term:</b>	<b>Government Terms</b>
		<b>Warranty Term:</b>	

Stock / Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	Lot	<p><b>Vehicle Rental for REIINN NCR Project Deployment Activities</b></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 REIINN NCR 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>2.1.1 Destinations, travel periods, and dates are specified in ANNEX "A" which will form part of the Contract between DOST-ASTI and the service provider</p> <p>2.1.2. Service provider must give a RATE PER DAY for the provinces enumerated in Annex "A" Said RATE PER DAY is NOT SUBJECT TO CHANGE Please refer to Annex "A" for the maximum allowable rate per day</p> <p>2.1.3 Pick up and Drop off Points: DOST-ASTI, UP Technology Park Complex, CP Garcia Ave., UP Campus, Diliman, Quezon City</p> <p>2.2. Vehicle</p> <p>2.2.1. 4x4 van with dual airconditioning and can carry at least 7 passengers. The same must accommodate equipment for testing, some of its chairs must be removed, if necessary.</p> <p>2.2.1.1. Vehicle/s must be not more than five (5) years old and have been legally registered to the Land Transportation Office</p> <p>2.2.2 Closed type van with dual airconditioning and can carry at least 8 passengers. The same must accommodate equipment for testing, some of its chairs must be removed, if necessary.</p> <p>2.2.2.2. Vehicle/s must be not more than five (5)</p>	1	P139,200.00	P139,200.00

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;  
Fax No. : +632 8426-9764

years old and have been legally registered to the Land Transportation Office (LTO).

2.2.3 The service provider shall always provide vehicle in excellent condition, based on the following:

2.2.1.3.1. Safe and roadworthy;

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

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

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

2.2.4. The vehicle must be disinfected every other use.

2.2.5. In case of vehicle breakdown or malfunction the service provider

must provide a replacement vehicle 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.

### 2.3. Driver

2.3.1 Driver/s must have valid professional driver's license with restriction codes at least 1 and 2.

2.3.2. Driver/s must be fully vaccinated against COVID-19 and follow the minimum health protocols.

Driver's must, at all times bring his/her vaccination card/s for the entire duration of the tip.

2.3.3. All benefits due to the driver shall be for the account of the service provider.

### 2.4. Additional Requirements

2.4.1. Rental cost/s is/are inclusive of driver's fee, meals, accommodation, toll fees, parking fees, and gasoline, among others.

2.4.2. Service provider is required to submit BREAKDOWN OF QUOTATION which must indicate the RENTAL RATE PER DAY.

2.4.3. All travels are dependent on the implementation of local community quarantines due to the COVID-19 pandemic, thus, the end-user or the DOST -ASTI Procurement Management Section (PMS), shall give prior notice in case of possible cancellation upon announcement of lockdown in affected areas.

2.4.4. Schedule of trips, including final destinations shall be confirmed by the end-user or DOST-ASTI PMS, at least seven (7) calendar days before the actual dates of travel.

2.4.5. 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, the DOST-ASTI may rescind the contract and impose appropriate sanctions over and above the liquidated damages to be paid.

2.4.6 Post-award Documentations

2.4.6.1. The following must be submitted to the DOST-ASTI within five (5) calendar days upon issuance of Purchase Order and Notice to Proceed:

2.4.6.1.1. Designated driver/s of service provider

2.4.6.1.1.1. Driver's profile;

2.4.6.1.1.2. Valid professional driver's license with restriction code at least 1 and 2; and

2.4.6.1.1.3. Driver's vaccination card against COVID-19.

2.4.6.1.2. Vehicle

2.4.6.1.2.1. List of vehicles and corresponding plate numbers;

2.4.6.1.2.2. LTO-issued OR/CR; and

2.4.6.1.2.3. Certification of preventive maintenance or any other equivalent document.

**2.5. PAYMENT TERMS**

2.5.1. Price quotation/s must be inclusive of all applicable taxes and charges.

2.5.2. Progress billing is allowed. Billing/Invoice and trip ticket duly acknowledged by the passengers shall be submitted to the DOST-ASTI after every trip.

2.5.3. 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.

2.5.4. Advance payment is not allowed. No payment shall be made for services not yet rendered

(Please see attached quotation.)

**TOTAL: P139,200.00**

**(Total Amount in Words)**

**One Hundred Thirty Nine 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

Duly Signed  
in Accordance  
with RA 9184

\_\_\_\_\_  
(Date)

**Fund Cluster:**

07

ORS / BURS No.: 073086012023-06-000268

**Funds Available:**

PHP 139,200.00

ORS / BURS Date:

June 15, 2023

Amount:

₱ 139,200.00

  
**GAY CONCEPCION S. BUGAGAO**

Accountant III



14 June 2023

**NOTICE TO PROCEED**  
 ALTERNATIVE MODE OF PROCUREMENT

**Ms. SHAYNE P. BAUTISTA**  
 Proprietor  
**SHAYNE PORTE BAUTISTA TRAVEL AND TOURS**  
 460 L.E. JP Rizal St.  
 Brgy. 1 Crossing  
 Calamba, Laguna

Dear Ms. Bautista,

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

Contract Name	: <b>Supply and Delivery of One (1) Lot Vehicle Rental For REIINN NCR Project Deployment Activities</b>
Purchase Request No.	: <b>REIINN-23-05-16648</b>
Purchase / Work Order No.	: <b>REIINN-23-06-002</b>
Total Contract Price	: <b>Php 139,200.00</b>
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: <b>One Hundred Thirty Nine Thousand Two Hundred Pesos</b>

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.** BAC Sec  
 Director

DATE OF ISSUANCE:

JUNE 19, 2023

RECEIVED BY:

\_\_\_\_\_  
 Signature over Printed Name

\_\_\_\_\_  
 Date and Time

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 Fax No. : +632 8426-9764

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