



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



WORK ORDER

ASTI-FM 03-16  
REV 3 / 09 June 2025

Contractor: JAYTERKIEL BUILDERS	WO No.: WO-25-07-001
Address: Block 3A Lot 30 Adelfa St., Milflora Homes Sabang, Baliuag, Bulacan	WO Date: July 25, 2025
TIN: 262-415-024-000	Mode of Procurement: Competitive Bidding

Gentleman:

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

DESCRIPTION	Quantity	Unit	Unit Cost	Amount
<p><b>Repainting Works of Facades/Exterior Walls, including Hallways, Covered Pathways, and Generator Sets Room of DOST-ASTI Building</b></p> <p><b>1. BACKGROUND and OBJECTIVES</b></p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders for the repainting works of facades/ exterior walls, including hallways, covered pathways, and generator sets room of DOST-ASTI building to improve and renovate its existing facilities by providing an adequate, conducive, and more safety-working environment for DOST-ASTI employees, clients, and visitors.</p> <p>1.2. Work shall include supply, delivery, labor, and services necessary to properly conduct and implement the works.</p> <p><b>2. DELIVERY AND PROJECT DURATION</b></p> <p>2.1. The project duration covering the repainting works of facades/ exterior walls, including hallways, covered pathways, and generator sets room of DOST-ASTI building shall be completed for a period of ninety (90) calendar days, which shall commence upon the issuance of Notice to Proceed (NTP).</p> <p>2.2. Any request for delivery and time extension of the contractor, in writing, shall be for valid reasons or unforeseen circumstances subject to approval by DOST-ASTI which must be submitted before the end of the contract.</p> <p>2.3. Project Location: DOST-ASTI Building, UP Technology Park Complex, CP Garcia Ave., UP Campus, Diliman, Quezon City 1101.</p> <p>2.4. The contractor proposed Work Plan shown in the Gantt Chart, which is a mandatory part of the Technical Proposal, should provide a more detailed schedule of activities. Unless approved in writing by ASTI on the written request of the contractor, the coverage – from mobilization to demobilization should not extend beyond the deliverable dates as indicated here below:</p> <p>2.4.1. Mobilization of construction materials and consumables; deployment of manpower and equipment; secure necessary permits; provision of safety signage's and paraphernalia; and submission of shop drawings and project Bar Chart/S-Curve and Program Evaluation and Review Technique and Critical Path Method Network</p>	Lot	1	P3,048,570.00	P3,048,570.00

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



Diagram for DOST-ASTI's approval prior to project implementation. (1st to 14th day upon issuance of NTP.)

2.4.2. Surface preparation and repainting works on facades/ exterior walls including hallways, covered pathways, and generator set room. (15th to 74th day upon issuance of NTP.)

2.4.3. Punch-listing, rectification of punch-list items, cleaning, restoration of all affected facilities/ areas/ landscape, and other related fixtures due to repainting works; and project turn-over including submission of other contract documents. (75th to 90th day upon issuance of NTP.)

3. APPROVED BUDGET FOR THE CONTRACT

3.1. The total Approved Budget for the Contract for this procurement is Three Million Forty Eight Thousand Five Hundred Seventy Pesos (P3,048,570.00), inclusive of all applicable government taxes and other charges.

4. QUALIFICATION OF CONTRACTOR

4.1. The contractor must have at least five (5) years of similar and/ or relevant experience related to this Terms of Reference, reckoned from the date of registration with the Department of Trade and Industry for sole proprietorships; Securities and Exchange Commission for corporations and partnerships; or Cooperative Development Authority for cooperatives.

4.2. Prospective bidders should have a valid PCAB license for "Building and/ or Industrial Plant" with at least "Small B"; and special PCAB license, if bidding as Joint Venture.

4.3. The contractor must have completed at least three (3) similar and/ or relevant projects in the last three (3) years.

4.4. The contractor shall assign Key Technical Personnel such as Project Manager, Safety Officer and Foreman until the duration of the project.

4.4.1. The Project Manager shall serve as the representative of the contractor. All communication with the contractor shall be through the Project Manager. The Project Manager must have at least Five (5) years' experience in similar or related work to the project. The Project Manager must be a licensed Architect or a licensed Engineer.

4.4.2. The contractor must have a Certified Safety Officer with at least three (3) years' experience in similar or related work to the project and a valid Certification as Safety Officer.

4.5. The contractor must have the necessary equipment, tools, facilities and other means necessary to perform the contract in accordance with the herein scope of works.

5. GENERAL REQUIREMENTS

5.1. The bid is deemed to have been based on current data, including physical conditions at the site. The contractor acknowledges and warrants that it has inspected and examined the site and their surroundings, and has satisfied itself by submitting its Bid as to the requirements of the work and materials necessary for the



completion of the works, and the means of access to the site, the accommodation it may require, and that it has obtained for itself, all necessary information as to risks, contingencies and other circumstances which may have influenced or affected its Bid. No increase in cost or extension of time will be considered for failure to familiarize, inspect and examine the site condition.

5.2. The contractor will provide skilled manpower, tools, equipment, and suitable highest quality materials within the specified period to complete the project.

5.3. Secure and submit all necessary bonds, permits and insurances required in the contract.

5.4. Comply with all applicable Environmental, Health and Safety requirements and regulations required by law. Responsible for the safety requirements (safety shoes, vest, hard hat, safety harness, lifeline) and if necessary, provision of fire extinguishers and all other fire protection provisions in working areas.

5.6. Temporary facilities/barracks shall be of the expense of the service provider at the approved location of the end-user required for use of his/her workers and storage of tools and materials and shall maintain sanitary operable conditions, all in conformity of the local regulations, if necessary. Ensure all materials are stored in a secure, weatherproof area on-site and off the ground to prevent moisture damage.

5.7. Properly manage all packaging materials and waste generated during the project in accordance with local regulations and locations specified by the end-user.

5.8. Coverage of the repainting works is approximately 4,207.00 square meters (sqm) covering areas such as but not limited to the following:

5.8.1. ASTI Building Exterior Wall – 2,265.00 sqm (approximate)

5.8.2. ASTI Building Hallways – 1,341.00 sqm (approximate)

5.8.3. Covered Pathways – 154.00 sqm (approximate)

5.8.4. Generator Set Room – 447.00 sqm (approximate)

6. SCOPE OF WORKS

6.1. Details stipulated in the attached Term Sheet.

7. MATERIAL REQUIREMENTS AND SPECIFICATIONS

7.1. Details stipulated in the attached Term Sheet.

8. WARRANTY

8.1. The contractor shall guarantee the following works done to be free from defects for a period of two (2) years reckoned from the date of acceptance of the project. Form of warranty shall be in accordance with the provisions in Section 62 of the Revised Implementing Rules and Regulations (IRR) of R.A. 9184.

9. RESPONSIBILITIES OF THE CONTRACTOR

9.1. The principal features of the work do not in any way limit the responsibilities of the contractor to the general description of his/her scope of work. He/she shall perform



all the work fully and make operational to the intent of the project.

9.2. The contractor shall be responsible for the proper execution and coordination of his/her work. He/she shall schedule and program all necessary work activities according to the specified completion period.

9.3. The contractor shall observe the required standards of safety and procedures and that its contract and workers shall be properly insured against all risks.

9.4. The contractor is not allowed to erect quarters for workers within the DOST-ASTI premises; sleeping is also not allowed. Contractor's workers are limited to the designated working area only. Loitering around and inside the premises is not allowed.

9.5. The contractor shall be responsible for clearing and cleaning of the designated project site of unused materials, leftovers, wastes and other debris at the site outside the premises. A daily inspection of the work area shall be conducted by DOST-ASTI's authorized representative to ensure that the working area and storage area assigned to the contractor is always clean and in order.

9.6. The contractor shall protect adjacent areas against any damage by his/her employees, or by his/her materials, equipment, and tools during the execution of the work. Any damage done by him/her employees shall be repaired at his own expense, without additional compensation beyond the contract.

9.7. Permits, Laws, Ordinances and Standards – the installation provided for and specified herein shall comply with laws and regulations of the local government unit and any government agency having jurisdiction. All necessary permits and other requirements shall be secured for the account of the contractor. Said requirements shall be turned over to DOST-ASTI upon project completion.

9.8. All other items of work not specifically mentioned but are necessary to complete the work in accordance with the plans and specifications and other related documents shall be provided by the contractor at no additional cost to DOST-ASTI.

10. SUBMITTALS

10.1. The contractor is required to submit to DOST-ASTI, Weekly Project Status Report reflecting photos, total manpower, completed works done within the week, actual accomplishment compared to the approved target accomplishment and weather reports.

10.2 Prior to issuance of the Certificate of Completion, the following shall be submitted to DOST-ASTI. DOST-ASTI reserves the right not to issue a Certificate of Satisfactory Performance based on non-submission of any of the items below:

10.2.1. Final Project Report including photo documentation before, during and after implementation works. Each photo-documentation should have the date and time stamps in jpg-format.

11. PAYMENT CONDITIONS

11.1. Advance Payment for Mobilization

11.1.1. DOST-ASTI may allow advance payment not to



<p>exceed fifteen percent (15%) of the contract amount as mobilization cost, subject to the submission of request letter and irrevocable standby letter of credit or bank guarantee or surety bond callable upon demand.</p> <p>11.2. The contractor may submit a request for payment of work accomplished. Such request for payment shall be verified and certified by DOST-ASTI's representative. Except as otherwise stipulated in the contract, materials and equipment delivered on site but not completely put in place shall not be included for payment.</p> <p>12. SUSPENSION OF WORK</p> <p>12.1. DOST-ASTI shall have the authority to suspend the work wholly or partly by written order for such period as may be deemed necessary due to force majeure of any fortuitous events or for failure on the part of contractor to correct bad conditions which are unsafe for workers or for general public, to carry out valid orders given by DOST-ASTI or to perform any provisions of the contract, or due to adjustment of plans to suit field conditions as found necessary during construction. The contractor shall immediately comply with such order to suspend the work wholly or partly. In light of the suspension, the contractor shall provide a revised timeline for the remaining tasks, considering potential delays. Additionally, include a brief impact analysis on milestones.</p> <p>13. LIQUIDATED DAMAGES</p> <p>13.1. DOST-ASTI shall observe liquidated damages for infrastructure projects pursuant to Section 9 of Annex "E" or Contract Implementation Guidelines for the Procurement of Infrastructure Projects of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.</p> <p>(Please see attached offer.)</p>				
	TOTAL:			P3,048,570.00
(Total Amount in Words)	Three Million Forty Eight Thousand Five Hundred Seventy Pesos Only			

- Terms and Conditions:
1. Work or Performance of Services shall be completed within ninety (90) calendar days Proceed upon issuance/receipt of Notice to Proceed.
  2. A Penalty of one-tenth (1/10) of one percent of the contract amount shall be imposed for every day of delay, unless the cause of delay is beyond the control of the contractor(s) or consultant(s).
  3. 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.
  4. The total contract price is inclusive of taxes and other fees or charges.
  5. Terms of payment is Government Terms.
  6. Warranty under the IRR of RA 9184 applies.



Conforme:

Very Truly Yours,


 Digitally signed  
by Franz A. De  
Leon, Ph.D.

 Digitally signed by  
Jeffrey A.  
Aborot

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

\_\_\_\_\_  
(Signature over Printed Name of Supplier)

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

Fund Cluster:	<u>01</u>	ORS / BURS No.:	<u>021021012025 - 07 - 000028</u>
		ORS / BURS Date:	<u>JULY 28, 2025</u>
Funds Available:	<u>Php 3,048,570.00</u>	Amount:	<u>P 3,048,570.00</u>
<div> <b>GAY CONCEPCION S. BUGAGAO</b> Accountant III</div>			



25 July 2025

**NOTICE TO PROCEED**  
**PUBLIC BIDDING**

**Mr. DEEJAY A. PASCUAL**  
General Manager  
**JAYTERKIEL BUILDERS**  
Block 3A Lot 30 Adelfa St.  
Milflora Homes Sabang  
Baliuag, Bulacan

Dear Mr. Pascual,

Notice is hereby given to **JAYTERKIEL BUILDERS** that work/delivery may proceed for the following procurement details:

Contract Name	: <b>Repainting Works of Facades/Exterior Walls, including Hallways, Covered Pathways, and Generator Sets Room of DOST-ASTI Building</b>
Purchase Request No.	: <b>GAA-25-05-21129</b>
Purchase / Work Order No.	: <b>WO-25-07-001</b>
Total Contract Price	: <b>Php 3,048,570.00</b>
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: <b>Three Million Forty Eight Thousand Five Hundred Seventy Pesos</b>


Upon signing receipt of this Notice, you are responsible for performing the services under the terms and conditions of the Agreement/Purchase Order/Work Order and in accordance with the schedule of requirements/delivery schedule.


You are also hereby required to file a Warranty Security for a minimum period of three (3) months, in the case of Expendable Supplies, or a minimum period of one (1) year, in the case of Non-Expendable Supplies, after acceptance by the Procuring Entity of the delivered supplies. It shall be either retention money in an amount equivalent to at least \_\_\_\_\_ percent (\_\_\_%) of every progress payment, or a special bank guarantee equivalent to at least \_\_\_\_\_ percent (\_\_\_%) of the total contract price. The said amounts shall only be released after the lapse of the warranty period or, in the case of Expendable Supplies, after consumption thereof: Provided, however, That the supplies delivered are free from patent and latent defects and all the conditions imposed under the contract have been fully met.

Note that failure to comply with the above requirements and failure to perform the services under the terms and conditions of the Agreement/Purchase Order/Work Order may constitute grounds for its forfeiture.

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,

 Digitally signed by Franz A. De Leon, Ph.D.  
**FRANZ A. DE LEON, Ph.D.**  
Director

 Digitally signed by Jeffrey A. Aborot

**DATE OF ISSUANCE:**

**RECEIVED BY:**

**WARRANTY SECURITY**

July 29 2025

Signature over Printed Name

Type of Warranty Security:

Amount of Warranty Security:

O.R. No.:

Php

Date and Time

Postal Address : ASTI Bldg. UP Technology Park Complex  
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REV 4 / 09 June 2025