



Republic of the Philippines  
Department of Science and Technology  
**ADVANCED SCIENCE AND TECHNOLOGY INSTITUTE**



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

**PURCHASE ORDER**

<b>Supplier:</b>	<b>RYRAH MERCHANDISING</b>	<b>PO No.:</b>	<b>23-08-168</b>
<b>Address:</b>	<b>86 Cordillera St., Sta. Mesa Heights, Lourdes 1, Quezon City</b>	<b>PO Date:</b>	<b>August 16, 2023</b>
<b>TIN:</b>	<b>210-690-439-000</b>	<b>Mode of Procurement:</b>	<b>NP-Shopping (b)</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>Ten (10) calendar days upon issuance of NTP</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	Box	<b>CLIP, backfold, 19mm</b> 1. TECHNICAL SPECIFICATIONS 1.1. all metal 1.2. 12pcs per box 2. DELIVERY 2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP  (Please see attached quotation.)	19	₱16.00	₱304.00
2	Box	<b>CLIP, backfold, 32mm</b> 1. TECHNICAL SPECIFICATIONS 1.1. all metal 1.2. 12pcs per box 2. DELIVERY 2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP  (Please see attached quotation.)	23	₱29.00	₱667.00
3	Piece	<b>DATA FOLDER</b> 1. TECHNICAL SPECIFICATIONS 1.1. Horizontal 1.2. Dimension: 1.2.1. Width: 75mm (min) 1.2.2. Height: 230mm (min) 1.2.3. Length: 380mm (min) 1.3. Color: Blue 1.4. Chipboard, Taglia Lock 2. DELIVERY 2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP  (Please see attached quotation.)	52	₱112.00	₱5,824.00

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

4	Pack	<b>TOILET TISSUE PAPER</b> 1. TECHNICAL SPECIFICATIONS 1.1. 2-ply, 12rolls per pack 1.2. 100% recycled pulp 1.3. Weight: 28gsm (min) 1.4. 150 pull per roll (300sheets), (min)  2. DELIVERY 2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP  (Please see attached quotation.)	132	P105.00	P13,860.00
5	Pack	<b>BATTERY</b> 1. TECHNICAL SPECIFICATIONS 1.1. Dry-cell 1.2. size AA 1.3. 2 blister per pack  2. DELIVERY 2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP  (Please see attached quotation.)	70	P20.00	P1,400.00
6	Piece	<b>MARKER, Permanent, black</b> 1. TECHNICAL SPECIFICATIONS 1.1. Color: Black 1.2. Tip: Felt, Bullet Type  2. DELIVERY 2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP  (Please see attached quotation.)	50	P15.00	P750.00
7	Piece	<b>MARKER, whiteboard, black</b> 1. TECHNICAL SPECIFICATIONS 1.1. Color: Black 1.2. Tip: Felt, Bullet Type  2. DELIVERY 2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP  (Please see attached quotation.)	49	P30.00	P1,470.00
8	Piece	<b>MARKER, whiteboard, blue</b> 1. TECHNICAL SPECIFICATIONS 1.1. Color: Blue 1.2. Tip: Felt, Bullet Type  2. DELIVERY 2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP  (Please see attached quotation.)	49	P30.00	P1,470.00

9	Box	<b>PAPER, parchment</b> <b>1. TECHNICAL SPECIFICATIONS</b> 1.1. Multipurpose 1.2. Size: 210mm x 297mm (±2mm in either direction) 1.3. Basis Weight: 80gsm (-5%) 1.4. Fine translucent 1.5. Suitable for laser/inkjet printing 1.6. 100 sheets per box  <b>2. DELIVERY</b> 2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP  (Please see attached quotation.)	5	₱330.00	₱1,650.00	
					<b>TOTAL:</b>	<b>₱27,395.00</b>
<b>(Total Amount in Words)</b>		<b>Twenty Seven Thousand Three Hundred Ninety Five Pesos Only</b>				

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.** B.S. J. Ed.  
Director, DOST-ASTI

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

<b>Fund Cluster:</b>	<u>01</u>	<b>ORS / BURS No.:</b>	<u>011011012023-08-000631</u>
<b>Funds Available:</b>	<u>PHP 27,395.00</u>	<b>ORS / BURS Date:</b>	<u>AUGUST 16, 2023</u>
		<b>Amount:</b>	<u>₱ 27,395.00</u>
 <b>GAY CONCEPCION S. BUGAGAO</b> Accountant III			



16 August 2023

**NOTICE TO PROCEED**  
ALTERNATIVE MODE OF PROCUREMENT

**Mr. RYAN L. TANBENGCO**  
Proprietor  
**RYRAH MERCHANDISING**  
86 Cordillera St., Sta. Mesa Heights  
Lourdes 1, Quezon City

Dear Mr. Tanbengco,

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

	Contract Name	: <b>Supply and Delivery of Various Office Supplies for 3rd Quarter</b>
	Purchase Request No.	: <b>GAA-23-07-17135</b>
	Purchase / Work Order No.	: <b>23-08-168</b>
	Total Contract Price	: <b>Php 27,395.00</b>
(inclusive of taxes, import duties and all other charges or fees)	Total Contract Price in Words	: <b>Twenty Seven Thousand Three Hundred Ninety Five Pesos</b>

Upon issuance of this Notice, your company, **RYRAH MERCHANDISING** 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.** Digitally signed by Franz A. De Leon  
Director

DATE OF ISSUANCE:

August 17, 2023

RECEIVED BY:

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

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

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