



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

Supplier:	LJB PRINTING SERVICES	PO No.:	23-09-182
Address:	39-B Mapagmahal St., Brgy. Pinyahan, Diliman, Quezon City	PO Date:	September 12, 2023
TIN:	137-102-154-000	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>Printing - Annual Report</p> <p>1. Background / Objectives.</p> <p>1.1. Print publication of DOST-ASTI 2022 Annual Report.</p> <p>1.2. Specifications indicated herein are minimum requirements, unless otherwise stated.</p> <p>2. Functional / Technical Specifications.</p> <p>2.1. Provider will be responsible for the pre-production preparation, printing, and delivery of the Annual Report and any other related items.</p> <p>2.2. Quantity.</p> <p>2.2.1. Annual Report: 150 copies.</p> <p>2.3. Print specifications.</p> <p>2.3.1. Process: Offset print.</p> <p>2.3.2. Color separation included.</p> <p>2.3.3. Binding: Perfect binding.</p> <p>2.3.4. Annual Report Pages.</p> <p>2.3.4.1. Page Size: A4 size 210 mm x 297 mm (8.27 in x 11.69 in).</p> <p>2.3.4.2. Number of pages: Maximum of 70 pages inclusive of front and back cover.</p> <p>2.3.4.3. Inside Pages: Full color Coated-2-Sides (C2S) 80 lbs.</p> <p>2.3.5. Annual Report Cover.</p> <p>2.3.5.1. Full color Coated-2-Sides (C2S) 220 lbs.</p> <p>2.3.5.2. Matte with spot UV lamination front and back cover.</p> <p>2.4. Proofing.</p> <p>2.4.1. Layout and revisions will be sent to the provider electronically in PDF and/or Adobe InDesign package.</p> <p>2.4.2. During the proofing stage the print color proofs should be delivered to DOST-ASTI within Two (2) business days after the provider has received the layout revisions.</p> <p>2.4.3. Maximum of Two (2) revisions with Full Color Full Size Computer-to-Plate (CTP) proofs per revision.</p> <p>2.4.4. Print color proofs should as much as possible use the specified paper to be used for</p>	1	P75,750.00	P75,750.00 <i>Printing & Pub</i>

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

	<p>actual print production.</p> <p>2.5. Others.</p> <p>2.5.1. Provider undertakes that it will not violate and/or infringe on any third-party intellectual property rights in the course of production of the publication.</p> <p>3. Delivery and Payment.</p> <p>3.1. Delivery within 15 calendar days upon approval of final proof.</p> <p>3.2. Provider is responsible as to the quality of the printing and binding of the annual report. Any and all defective copies will be replaced by the provider at no additional cost to DOST-ASTI.</p> <p>3.3. Bid price shall be inclusive of delivery, tax, as well as all other related charges and fees.</p> <p>3.4. Payment Terms: Prescribed government terms.</p> <p>(Please see attached quotation.)</p>		
		TOTAL:	₱75,750.00
(Total Amount in Words)		Seventy Five Thousand Seven Hundred Fifty 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. *Bdr*
 Director, DOST-ASTI

(Date)

Fund Cluster:	<u>01</u>	ORS / BURS No.:	<u>011011012023-09-000691</u>
Funds Available:	<u>PHP 75,750.00</u>	ORS / BURS Date:	<u>SEPTEMBER 13, 2023</u>
		Amount:	<u>₱ 75,750.00</u>
<p>_____ GAY CONCEPCION S. BUGAGAO Accountant III</p>			



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12 September 2023

NOTICE TO PROCEED
ALTERNATIVE MODE OF PROCUREMENT

Mr. JESUS I. BUENAFLOR
Proprietor
LJB PRINTING SERVICES
39-B Mapagmahal St., Brgy. Pinyahan
Diliman, Quezon City

Dear Mr. Buenaflor,

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

Contract Name	: Supply and Delivery of One (1) Lot Printing - Annual Report
Purchase Request No.	: GAA-23-08-17356
Purchase / Work Order No.	: 23-09-182
Total Contract Price	: Php 75,750.00
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: Seventy Five Thousand Seven Hundred Fifty Pesos

Upon issuance of this Notice, your company, **LJB PRINTING 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@astl.dost.gov.ph.

Respectfully,


FRANZ A. DE LEON, Ph.D.  Digitally signed by **Benjamin R. Lara**
Director

DATE OF ISSUANCE:

22 SEP 2023

RECEIVED BY:

Signature over Printed Name

Date and Time

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