



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

**PURCHASE ORDER**

<b>Supplier:</b>	<b>VJ GRAPHIC ARTS, INC.</b>	<b>PO No.:</b>	<b>NetMesh-23-09-011</b>
<b>Address:</b>	<b>Unit 12 No Future Point Plaza 2, #115 Mother Ignacia Ave., Diliman, South Triangle, Quezon City 110</b>	<b>PO Date:</b>	<b>September 19, 2023</b>
<b>TIN:</b>	<b>000-400-353-000</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>Provided for under description</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	Piece	<p><b>Customized Cellphone and Tablet Stand/Holder</b>                      1.GENERAL OVERVIEW                      1.1. DOST-ASTI is seeking qualified and competent bidders for the Supply and Delivery of Cellphone and Tablet Stand/Holder, which will be used as collaterals during conduct of NetMesh information and education campaigns, trainings, meetings, among others.                      1.2. The Approved Budget for the Contract (ABC) is inclusive of all applicable government taxes and service charges.                      1.3. Use of DOST-ASTI name and logo branding/identity materials, including any and all variants, provided to the external provider/contractor/supplier shall solely be for the intended and authorized purpose under the issued Purchase Order (PO) and/or contract.                      1.4.The external provider/contractor/supplier, including any of its subcontractors, shall remove from their system any and all copies of DOST-ASTI name and logo branding/identity materials after either the completion or cancellation of the PO and/or contract, and shall issue a signed certification thereof.                      1.5. The external provider/contractor/supplier, including any of its subcontractors, will be held legally liable for any unauthorized use of DOST-ASTI name and logo branding/identity materials, including any and all variants.                      2.TECHNICAL SPECIFICATIONS                      2.1. Material                      2.1.1.Wood material with carved design                      2.2.Dimension:                      2.2.1.Minimum of eight (8) centimeters in length                      2.2.2.Minimum of six (6) centimeters in width                      2.2.3.Minimum of two (2) centimeters in height                      2.3.Design                      2.3.1.Attached is the design in which revisions may be made by the supplier, but only upon the approval of the end user.                      2.3.2.The sample must be delivered within ten</p>	100	P515.00	P51,500.00

other supp  
 NTC 2 25,750.00  
 NTC 3 25,750.00

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

		<p>(10) calendar days upon issuance of Notice to Proceed (NTP) and must be coordinated with the end-user, for approval and/or mass production.</p> <p>2.3.3. Maximum three (3) revisions are allowed.</p> <p><b>3. WARRANTY</b></p> <p>3.1. The supplier ensures the item against defects in manufacturing and during shipping and delivery.</p> <p>3.2. Incorrect items shall be immediately replaced by the supplier at no additional cost to DOST-ASTI.</p> <p><b>4. PAYMENT AND DELIVERY TERMS</b></p> <p>4.1. The price of the bid must include government taxes and other charges.</p> <p>4.2. Delivery of the items shall be made by the supplier within thirty (30) calendar days upon approval of the final sample.</p> <p>4.3. Government payment terms. Payment shall be processed upon complete delivery and submission of relative documents.</p> <p>*50pcs charged against NetMeshR11 \</p> <p>*50pcs charged against NetMeshR3 \</p> <p>(Please see attached quotation.)</p>				
2	Piece	<p><b>Customized Planner/Notebook with built-in USB</b></p> <p><b>1. GENERAL OVERVIEW</b></p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders for the Supply and Delivery of Planner/Notebook with Built-in USB, which will be used as collaterals during conduct of NetMesh information and education campaigns, trainings, meetings, among others.</p> <p>1.2. The ABC is inclusive of all applicable government taxes and service charges.</p> <p>1.3. Use of DOST-ASTI name and logo branding/identity materials, including any and all variants, provided to the external provider/contractor/supplier shall solely be for the intended and authorized purpose under the issued Purchase Order (PO) and/or contract.</p> <p>1.4. The external provider/contractor/supplier, including any of its subcontractors, shall remove from their system any and all copies of DOST-ASTI name and logo branding/identity materials after either the completion or cancellation of the PO and/or contract, and shall issue a signed certification thereof.</p> <p>1.5. The external provider/contractor/supplier, including any of its subcontractors, will be held legally liable for any unauthorized use of DOST-ASTI name and logo branding/identity materials, including any and all variants.</p> <p><b>2. TECHNICAL SPECIFICATIONS</b></p> <p>2.1. Material</p> <p>2.1.1. Leather with engraved design</p> <p>2.2. Dimensions/Size</p> <p>2.2.1. A5 in size (8.3 inches X 5.5 inches)</p> <p>2.3. Color</p> <p>2.3.1. Black (Preferred)</p> <p>2.4. USB Capacity</p> <p>2.4.1. 16GB</p> <p>2.5. Design</p> <p>2.5.1. Attached is the design in which revisions may be made by the supplier, but only upon the approval of the end user.</p> <p>2.5.2. The sample must be delivered within ten (10) calendar days upon issuance of NTP and must be coordinated with the end-user, for approval and/or mass production.</p>	40	₱1,040.00	₱41,600.00	<p>other rupp</p> <p>NTC 13 10,400.00</p> <p>NTC 11 36,200.00</p>

		<p>2.5.3. Maximum three (3) revisions are allowed.</p> <p><b>3. WARRANTY</b></p> <p>3.1. The supplier ensures the item against defects in manufacturing and during shipping and delivery.</p> <p>3.2. Incorrect items shall be immediately replaced by the supplier at no additional cost to DOST-ASTI.</p> <p><b>4. PAYMENT AND DELIVERY TERMS</b></p> <p>4.1. The price of the bid must include government taxes and other charges.</p> <p>4.2. Delivery of the items shall be made by the supplier within thirty (30) calendar days upon approval of the final sample.</p> <p>4.3. Government payment terms. Payment shall be processed upon complete delivery and submission of relative documents.</p> <p>*10pcs charged against NetMeshR13 *30pcs charged against NetMeshR11</p> <p>(Please see attached quotation.)</p>				
3	Piece	<p><b>Lanyards for the Project Closeout</b></p> <p><b>1. GENERAL OVERVIEW</b></p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders for the Supply and Delivery of Lanyards, which will be used in NetMesh Project Closeout.</p> <p>1.2. The ABC is inclusive of all applicable government taxes and service charges.</p> <p>1.3. Use of DOST-ASTI name and logo branding/identity materials, including any and all variants, provided to the external provider/contractor/supplier shall solely be for the intended and authorized purpose under the issued Purchase Order (PO) and/or contract.</p> <p>1.4. The external provider/contractor/supplier, including any of its subcontractors, shall remove from their system any and all copies of DOST-ASTI name and logo branding/identity materials after either the completion or cancellation of the PO and/or contract, and shall issue a signed certification thereof.</p> <p>1.5. The external provider/contractor/supplier, including any of its subcontractors, will be held legally liable for any unauthorized use of DOST-ASTI name and logo branding/identity materials, including any and all variants.</p> <p><b>2. TECHNICAL SPECIFICATIONS</b></p> <p>2.1. Description</p> <p>2.1.1. With G-hook and side release, ideal to attach USB</p> <p>2.2. Dimensions</p> <p>2.2.1. Minimum of one (1) inch in width</p> <p>2.2.2. Minimum of thirty-six (36) inches in length</p> <p>2.3. Design</p> <p>2.3.1. Attached is the design in which revisions may be made by the supplier, but only upon the approval of the end user.</p> <p>2.3.2. The sample must be delivered within ten (10) calendar days upon issuance of NTP and must be coordinated with the end-user, for approval and/or mass production.</p> <p>2.3.3. Maximum three (3) revisions are allowed.</p> <p><b>3. WARRANTY</b></p> <p>3.1. The supplier ensures the item against defects in manufacturing and during shipping and delivery.</p> <p>3.2. Incorrect items shall be immediately replaced by the supplier at no additional cost to</p>	60	P100.00	P6,000.00	other supp NTC 8

		<p>DOST-ASTI.</p> <p><b>4.PAYMENT AND DELIVERY TERMS</b></p> <p>4.1. The price of the bid must include government taxes and other charges.</p> <p>4.2. Delivery of the items shall be made by the supplier within thirty (30) calendar days upon approval of the final sample.</p> <p>4.3. Government payment terms. Payment shall be processed upon complete delivery and submission of relative documents.</p> <p>*Charged against NetMeshR8</p> <p>(Please see attached quotation.)</p>			
4	Piece	<p><b>Lanyards for the Training of NTC IT Personnel</b></p> <p><b>1.G ENERAL OVERVIEW</b></p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders for the Supply and Delivery of Lanyards, which will be used in NetMesh Project Closeout.</p> <p>1.2. The ABC is inclusive of all applicable government taxes and service charges.</p> <p>1.3. Use of DOST-ASTI name and logo branding/identity materials, including any and all variants, provided to the external provider/contractor/supplier shall solely be for the intended and authorized purpose under the issued Purchase Order (PO) and/or contract.</p> <p>1.4. The external provider/contractor/supplier, including any of its subcontractors, shall remove from their system any and all copies of DOST-ASTI name and logo branding/identity materials after either the completion or cancellation of the PO and/or contract, and shall issue a signed certification thereof.</p> <p>1.5. The external provider/contractor/supplier, including any of its subcontractors, will be held legally liable for any unauthorized use of DOST-ASTI name and logo branding/identity materials, including any and all variants.</p> <p><b>2.TECHNICAL SPECIFICATIONS</b></p> <p>2.1. Description</p> <p>2.1.1. With G-hook and side release, ideally with USB attachment</p> <p>2.2. Dimensions</p> <p>2.2.1. Minimum of one (1) inch in width</p> <p>2.2.2. Minimum of thirty-six (36) inches in length</p> <p>2.3. Design</p> <p>2.3.1. Attached is the design in which revisions may be made by the supplier, but only upon the approval of the end user.</p> <p>2.3.2. The sample must be delivered within ten (10) calendar days upon issuance of NTP and must be coordinated with the end-user, for approval and/or mass production.</p> <p>2.3.3. Maximum three (3) revisions are allowed.</p> <p><b>3.WARRANTY</b></p> <p>3.1. The supplier ensures the item against defects in manufacturing and during shipping and delivery.</p> <p>3.2. Incorrect items shall be immediately replaced by the supplier at no additional cost to DOST-ASTI.</p> <p><b>4.PAYMENT AND DELIVERY TERMS</b></p> <p>4.1. The price of the bid must include government taxes and other charges.</p> <p>4.2. Delivery of the items shall be made by the supplier within thirty (30) calendar days upon approval of the final sample.</p>	25	P130.00	P3,250.00

offer sup  
NTC 3

	4.3. Government payment terms. Payment shall be processed upon complete delivery and submission of relative documents.		
	*Charged against NetMeshR3 (Please see attached quotation.)		
			<b>TOTAL: P102,350.00</b>

<b>(Total Amount in Words)</b>	<b>One Hundred Two Thousand Three Hundred Fifty 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.

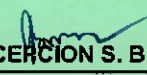
Conforme:

Very Truly Yours,

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

  
**FRANZ A. DE LEON, Ph.D.** Digitally signed by Franz A. De Leon  
\_\_\_\_\_  
Director, DOST-ASTI

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

<b>Fund Cluster:</b>	<u>07</u>	<b>ORS / BURS No.:</b>	<u>073086012023-09-000479</u>
		<b>ORS / BURS Date:</b>	<u>SEPTEMBER 20, 2023</u>
<b>Funds Available:</b>	<u>PHP 102,350.00</u>	<b>Amount:</b>	<u>₱ 102,350.00</u>
 <b>GAY CONCERCION S. BUGAGAO</b> Accountant III			



19 September 2023

**NOTICE TO PROCEED**  
 ALTERNATIVE MODE OF PROCUREMENT

**Mr. PERCIVAL DATU**  
 Authorized Representative  
**VJ GRAPHIC ARTS, INC.**  
 Unit 12 No Future Point Plaza 2  
 #115 Mother Ignacia Ave.  
 Diliman, South Triangle, Quezon City 1103

Dear Mr. Datu,

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

Contract Name	: <b>Supply and Delivery of One Hundred (100) Pieces Customized Cellphone and Tablet Stand/Holder and Other Items</b>
Purchase Request No.	: <b>NetMeshR11-23-08-17457</b>
Purchase / Work Order No.	: <b>NetMesh-23-09-011</b>
Total Contract Price	: <b>Php 102,350.00</b>
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: <b>One Hundred Two Thousand Three Hundred Fifty Pesos</b>

Upon issuance of this Notice, your company, **VJ GRAPHIC ARTS, INC.** 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.**  
 Director

Digitally signed by Franz A. De Leon  
 DN: cn=Franz A. De Leon

DATE OF ISSUANCE:

25 SEP 2023

RECEIVED BY:

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

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

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;  
 Fax No. : +632 8426-9764

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