



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>JASSEN HARRIS INDUSTRIES CORP.</b>	<b>PO No.:</b>	<b>23-10-207</b>
<b>Address:</b>	<b>1063 Tomas Mapua St., Brgy. 329 Zone 33, Sta. Cruz, Manila</b>	<b>PO Date:</b>	<b>October 10, 2023</b>
<b>TIN:</b>	<b>009-248-102-000</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>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	Lot	<b>Customized Stamps</b> 1. GENERAL OVERVIEW 1.1. DOST-ASTI is seeking qualified and competent bidders for the Supply and Delivery of One (1) Lot Customized Stamps, to be used in the day-to-day operations of the Institute. 1.2. The Approved Budget for the Contract (ABC) includes all government taxes and other charges. 2. TECHNICAL SPECIFICATIONS 2.1. FILE COPY (Property) 2.1.1. Quantity: One (1) piece 2.1.2. Pad Size: 26 x 10 mm (Approx.) 2.1.3. Machine Color: Blue 2.1.4. Boarder Style: Solid 2.1.5. Border Size: 1pt 2.1.6. Text Input: FILE COPY 2.1.7. Font Face: Arial 2.1.8. Font Size: 16 2.1.9. Alignment: Center 2.1.10. Font Style: Bold 2.2. END-USER COPY 2.2.1. Quantity: One (1) piece 2.2.2. Pad Size: 38 x 14 mm (Approx.) 2.2.3. Machine Color: Blue 2.2.4. Boarder Style: Solid 2.2.5. Border Size: 1pt 2.2.6. Text Input: END-USER COPY 2.2.7. Font Face: Arial 2.2.8. Font Size: 16 2.2.9. Alignment: Center 2.2.10. Font Style: Bold 2.3. PSS COPY 2.3.1. Quantity: One (1) piece 2.3.2. Pad Size: 26 x 10 mm (Approx.) 2.3.3. Machine Color: Blue 2.3.4. Boarder Style: Solid 2.3.5. Border Size: 1pt 2.3.6. Text Input: PSS COPY 2.3.7. Font Face: Arial 2.3.8. Font Size: 16 2.3.9. Alignment: Center 2.3.10. Font Style: Bold	1	P31,990.00	P31,990.00

*office supplies*

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

2.4. CERTIFIED COPY  
2.4.1. Quantity: Eight (8) pieces  
2.4.2. Pad Size: 75 x 38 mm (Approx.)  
2.4.3. Machine Color: Blue  
2.4.4. Text Input: Certified Copy of Digitally Signed or e-Signed  
2.4.4.1. Line 1: \_\_\_\_\_  
2.4.4.2. Line 2: Certified copy of the  
2.4.4.3. Line 3: digitally signed or e-signed  
2.4.5. Font Face: Arial  
2.4.6. Font Size: 16  
2.4.7. Alignment: Center  
2.4.8. Font Style: Bold  
2.5. HUMAN RESOURCES NAME  
2.5.1. Quantity: One (1) piece  
2.5.2. Pad Size: 41 x 24 mm (Approx.)  
2.5.3. Machine Color: Blue  
2.5.4. Text Input: Jenny Ann C. Tenorio & Administrative Officer IV  
2.5.4.1. Line 1: JENNY ANN C. TENORIO  
2.5.4.2. Line 2: Administrative Officer IV  
2.5.5. Font Face: Arial  
2.5.6. Font Size: 12  
2.5.7. Alignment: Center  
2.5.8. Font Style: Bold (Line 1 only)  
2.6. PAID  
2.6.1. Quantity: One (1) piece  
2.6.2. Pad Size: 41 x 24 mm (Approx.)  
2.6.3. Machine Color: Blue  
2.6.4. Boarder Style: Solid  
2.6.5. Border Size: 2pt  
2.6.6. Text Input: PAID  
2.6.7. Font Face: Arial  
2.6.8. Font Size: 72  
2.6.9. Alignment: Center  
2.6.10. Font Style: Bold  
2.7. FILE COPY (Cashier)  
2.7.1. Quantity: One (1) Piece  
2.7.2. Pad Size: 41 x 24 mm (Approx.)  
2.7.3. Machine Color: Blue  
2.7.4. Text Input: FILE COPY  
2.7.5. Font Face: Arial  
2.7.6. Font Size: 16  
2.7.7. Alignment: Center  
2.7.8. Font Style: Bold  
2.8. CASHIER NAME 1  
2.8.1. Quantity: One (1) piece  
2.8.2. Pad Size: 41 x 24 mm (Approx.)  
2.8.3. Machine Color: Blue  
2.8.4. Text Input: Karen L. Felix & Administrative Officer V  
2.8.4.1. Line 1: KAREN L. FELIX  
2.8.4.2. Line 2: Administrative Officer V  
2.8.5. Font Face: Arial  
2.8.6. Font Size: 14  
2.8.7. Alignment: Center  
2.8.8. Font Style: Bold (Line 1 only)  
2.9. CASHIER NAME 2  
2.9.1. Quantity: One (1) piece  
2.9.2. Pad Size: 70 x 10 mm (Approx.)  
2.9.3. Machine Color: Blue  
2.9.4. Text Input: KAREN L. FELIX  
2.9.5. Font Face: Arial  
2.9.6. Font Size: 16  
2.9.7. Alignment: Center  
2.9.8. Font Style: Bold (Line 1 only)  
2.10. CASHIER CTC  
2.10.1. Quantity: One (1) piece  
2.10.2. Pad Size: 70 x 10 mm (Approx.)  
2.10.3. Machine Color: Blue

2.10.4. Text Input: Certified True Copy  
2.10.5. Font Face: Arial  
2.10.6. Font Size: 16  
2.10.7. Alignment: Center  
2.10.8. Font Style: Bold (Line 1 only)  
2.11. COA RECEIVED  
2.11.1. Quantity: One (1) piece  
2.11.2. Pad Size: 64 x 40 mm (Approx.)  
2.11.3. Machine Color: Blue  
2.11.4. Boarder Style: Solid  
2.11.5. Border Size: 3pt  
2.11.6. Text Input: Commission on Audit, DOST-ASTI, Received, Date, Time, and By  
2.11.6.1. Line 1: COMMISSION ON AUDIT  
2.11.6.2. Line 2: DOST-ASTI  
2.11.6.3. RECEIVED  
2.11.6.4. Date: \_\_\_\_\_ Time: \_\_\_\_\_  
2.11.6.5 By: \_\_\_\_\_  
2.11.7. Font Face: Times New Roman  
2.11.8. Font Size: 18 (Line 1 & 2), 36 (Line 3), 14 (Line 4 & 5)  
2.11.9. Alignment: Center  
2.11.10. Font Style: Bold (Line 1 & 3 only)  
2.12. INSPECTED BY  
2.12.1. Quantity: One (1) piece  
2.12.2. Pad Size: 38 x 14 mm (Approx.)  
2.12.3. Machine Color: Blue  
2.12.4. Text Input: Inspected by & Date  
2.12.4.1 Line 1: Inspected by:  
2.12.4.2. Line 2: \_\_\_\_\_  
2.12.4.3. Line 3: Date: \_\_\_\_\_  
2.12.5. Font Face: Arial  
2.12.6. Font Size: 12  
2.12.7. Alignment: Center  
2.12.8. Font Style: Bold (Line 1 only)  
2.13. RECORDS NAME 1  
2.13.1. Quantity: One (1) piece  
2.13.2. Pad Size: 70 x 10 mm approx.  
2.13.3. Machine Color: Blue  
2.13.4. Text Input: Precious Danica M. Felipe & Records Officer, DOST-ASTI RMS  
2.13.4.1 Line 1: Precious Danica M. Felipe  
2.13.4.2. Line 2: Records Officer, DOST-ASTI RMS  
2.13.5. Font Face: Lucida Sans  
2.13.6. Font Size: 12  
2.13.7. Alignment: Center  
2.13.8. Font Style: Bold (Line 1 only)  
2.14. RECORDS NAME 2  
2.14.1. Quantity: One (1) piece  
2.14.2. Pad Size: 70 x 10 mm (Approx.)  
2.14.3. Machine Color: Blue  
2.14.4. Text Input: Mary Rose G. Salido & Records Officer, DOST-ASTI RMS  
2.14.4.1 Line 1: Mary Rose G. Salido  
2.14.4.2. Line 2: Records Officer, DOST-ASTI RMS  
2.14.5. Font Face: Lucida Sans  
2.14.6. Font Size: 12  
2.14.7. Alignment: Center  
2.14.8. Font Style: Bold (Line 1 only)  
2.15. RECORDS RECEIVING COPY  
2.15.1. Quantity: One (1) piece  
2.15.2. Pad Size: 70 x 10 mm (Approx.)  
2.15.3. Machine Color: Blue  
2.15.4. Text Input: File / Receiving Copy & DOST-ASTI RMS  
2.15.4.1. Line 1: File / Receiving Copy  
2.15.4.2. Line 2: DOST-ASTI RMS  
2.15.5. Font Face: Lucida Sans  
2.15.6. Font Size: 12  
2.15.7. Alignment: Center

	<p>2.15.8. Font Style: Bold (Line 1 only)</p> <p>2.16. RECORDS RECEIVED</p> <p>2.16.1. Quantity: One (1) piece</p> <p>2.16.2. Pad Size: 50 x 30 mm</p> <p>2.16.3. Machine Color: Blue</p> <p>2.16.4. Text Input:</p> <p>2.16.4.1 Line 1: Advanced Science and Technology Institute</p> <p>2.16.4.2. Line 2: FAD – Records Management Section (RMS)</p> <p>2.16.4.3. Line 3: RECEIVED</p> <p>2.16.4.4. Line 4: Date: _____</p> <p>2.16.4.5. Line 5: By: _____</p> <p>2.16.4.6. Line 6: Control No.: _____</p> <p>2.16.5. Font Face: Arial Nova Cond (Line 1-2 &amp; 4-6), Arial Black (Line 3)</p> <p>2.16.6. Font Size: 9 (Line 1-2 &amp; 4-6), 33 (Line 3)</p> <p>2.16.7. Font Style: Bold (Line 1-3 only)</p> <p>2.17. RECORDS OFFICIAL RELEASE</p> <p>2.17.1. Quantity: One (1) piece</p> <p>2.17.2. Pad Size: 23 mm</p> <p>2.17.3. Pad Shape: Circle</p> <p>2.17.4. Text Input: ADVANCED SCIENCE AND TECHNOLOGY INSTITUTE, OFFICIAL, RELEASE &amp; DOST-ASTI RM</p> <p>2.17.4.1. Circle 1 (outer circle): ADVANCED SCIENCE AND TECHNOLOGY INSTITUTE</p> <p>2.17.4.2. Circle 2 (inner circle):</p> <p>2.17.4.2.1. Line 1: OFFICIAL</p> <p>2.17.4.2.2. Line 2: RELEASE</p> <p>2.17.4.2.3. Line 3: DOST-ASTI RMS</p> <p>2.17.5. Font Face: Times New Roman (Circle 1), Arial Nova Cond (Circle 2: Line 1-3)</p> <p>2.17.6. Font Style: Bold (Circle 2: Line 1-3 only)</p> <p>3. SAMPLING REQUIREMENTS</p> <p>3.1. Sample of actual layout must be submitted 3-5 calendar days by the Supplier and approved by the end-user</p> <p>4. PAYMENT AND DELIVERY TERMS</p> <p>4.1. The price of the bid must be inclusive of government taxes and other charges.</p> <p>4.2. Breakdown of prices will be provided by the supplier upon issuance of Notice to Proceed (NTP).</p> <p>4.3. Delivery of goods shall be made fifteen (15) calendar days upon issuance of NTP.</p> <p>(Please see attached quotation.)</p>			
2	<p><b>Document Metal Tray</b></p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The Advanced Science and Technology Institute (ASTI) is seeking qualified and competent bidders for the Supply and Delivery of Four (4) units Document Metal Tray to be used in the operations of the agency.</p> <p>1.2. The ABC includes all applicable government taxes and other charges.</p> <p>2. TECHNICAL SPECIFICATION</p> <p>2.1. In &amp; Out Tray Heavy Duty</p> <p>2.2. Metal</p> <p>2.3. Three (3) Layers</p> <p>2.4. Color: Black (Preferred)</p> <p>2.5. Dimensions: 30 x 25 x 38 cm (Approx.)</p> <p>3. WARRANTY</p> <p>3.1. Warranty period should be at least six (6) months.</p> <p>4. DELIVERY</p> <p>4.1. The price of the bid must be inclusive of government taxes and other charges.</p> <p>4.2. Delivery shall be made by the supplier within</p>	4	P990.00	P3,960.00

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		ten (10) calendar days upon issuance of Notice to Proceed  (Please see attached quotation.)			
3	Set	<p><b>Digital Cordless Phone with 2 handsets</b></p> <p><b>1. GENERAL OVERVIEW</b></p> <p>1.1. The Advanced Science and Technology Institute (ASTI) is seeking qualified and competent bidders for the Supply and Delivery of Two (2) sets Digital Cordless Phone with Two (2) Handsets, to be used in the daily operations of the Institute.</p> <p>1.2. The ABC includes all applicable government taxes and other charges.</p> <p><b>2. TECHNICAL SPECIFICATION</b></p> <p>2.1. Color: Black (Preferred)</p> <p>2.2. Handset (Quantity): Two (2)</p> <p>2.3. Frequency: 1.9 GHz</p> <p>2.4. Frequency Range: 1.88 GHz – 1.89 GHz</p> <p>2.5. Number of Channels: 60 Channels</p> <p>2.6. System: DECT</p> <p>2.7. GAP: Yes</p> <p>2.8. Number of Phone Lines: One (1)</p> <p>2.9. Multiple Handsets Capability: Two (2)</p> <p>2.10. LCD Language: English</p> <p>2.11. Power Back-up Operation: Yes</p> <p>2.12. Power Back-up Operation: The base unit gets a temporary power supply from a handset in the case of a power outage.</p> <p>2.13. Night Mode: Yes</p> <p>2.14. Clear Sound: Yes</p> <p>2.15. Call Restriction: Yes</p> <p>2.16. Low Radio Power: Yes</p> <p>2.17. One Touch Eco Mode: Yes</p> <p>2.18. Repeater Available: Yes</p> <p>2.19. Caller ID: Yes</p> <p>2.20. Caller ID Memory: Fifty (50) items</p> <p>2.21. Call Waiting Caller ID: Yes</p> <p>2.22. Incoming Call Barring: Yes (50 numbers)</p> <p>2.23. Base Unit Phonebook Memory: One hundred twenty (120) items</p> <p>2.24. Shared Phonebook: Yes</p> <p>2.25. Speed Dial (Handset): Yes</p> <p>2.26. Chain Dial: Yes (Handset)</p> <p>2.27. Handset LCD: 1.8 inch</p> <p>2.28. LCD: FullDot Monochrome</p> <p>2.29. LCD: 103x65 pixels</p> <p>2.30. LCD Backlight Color: White</p> <p>2.31. Illuminated Keypad: Amber</p> <p>2.32. Speakerphone: Yes, six (6) steps</p> <p>2.33. Icon Operation (Number of Icons): Yes, six (6)</p> <p>2.34. Ringer Pattern (Tone+Melody): Forty (40) (10+30)</p> <p>2.35. Polyphonic Ringer Melody: Thirty-two (32) chords</p> <p>2.36. Ringer Volume Steps: 6+OFF</p> <p>2.37. Receiver Volume Steps: Four (4)</p> <p>2.38. Redial Memory: Ten (10) (Name and Number)</p> <p>2.39. Digits of Redial Number: Twenty-four (24)</p> <p>2.40. Ringer/Charge Indicator (Color): Yes (Amber)</p> <p>2.41. Smart Function Key: Yes</p> <p>2.42. Noise Reduction: Yes</p> <p>2.43. Customized Sound System (Equalizer): Treble/Bass</p> <p>2.44. Conference Call with Outside Line: Yes, three (3)-way</p> <p>2.45. Call Share: Yes</p> <p>2.46. Intercom (Handset to Base Unit): Yes</p> <p>2.47. Any Key Answer: Yes</p> <p>2.48. Hold: Yes</p>	2	₱4,500.00	₱9,000.00

ICT  
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	2.49. Mute: Yes 2.50. Clock: Yes 2.51 Alarm (Wake-up, Memo alarm): Yes 2.52. Key Lock: Yes 2.53. Short Stroke Key: Yes 2.54. Handset Locator: Yes 2.55. Rechargeable Battery: Ni-MH (AAA x 2) 2.56. Talk Time: Up to fifteen (15) hours 2.57. Standby Time: Up to one hundred seventy (170) hours 2.58. Charge Time: About seven (7) hours 2.59. Standby Power Consumption: 0.6 W 2.60. Base Dimension (W x D x H): 107 mm x 86 mm x 77 mm 2.61. Handset Dimensions (W x D x H): 48 mm x 29 mm x 164 mm 2.62. Charger Dimension (W x D x H): 70 mm x 70 mm x 39 mm 2.63. Base Weight: 98 g (Approx.) 2.64. Handset Weight with Battery: 129 g (Approx.) 2.65. Charger Weight: 39 g (Approx.) 3. WARRANTY 3.1. Warranty period should be at least six (6) months. 4. DELIVERY 4.1. The price of the bid must be inclusive of government taxes and other charges. 4.2. Delivery shall be made by the supplier within ten (10) calendar days upon issuance of Notice to Proceed  (Please see attached quotation.)			
				<b>TOTAL:</b>
				<b>₱44,950.00</b>
<b>(Total Amount in Words)</b>	<b>Forty Four Thousand Nine 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, Ph.D. DN: cn=Franz A. De Leon, o=DOST-ASTI  
Director, DOST-ASTI

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

<b>Fund Cluster:</b>	<u>01</u>	<b>ORS / BURS No.:</b>	<u>011021012023 -10-000090</u>
<b>Funds Available:</b>	<u>PHP 44,950.00</u>	<b>ORS / BURS Date:</b>	<u>OCTOBER 10, 2023</u>
		<b>Amount:</b>	<u>₱ 44,950.00</u>
 <b>GAY CONCEPCION S. BUGAGAO</b> Accountant III			



10 October 2023

**NOTICE TO PROCEED**  
**ALTERNATIVE MODE OF PROCUREMENT**

**Mr. MIKE JASSEN T. SY**  
President  
**JASSEN HARRIS INDUSTRIES CORP.**  
1063 Tomas Mapua St., Brgy. 329 Zone 33  
Sta. Cruz, Manila

Dear Mr. Sy,

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

Contract Name	: <b>Supply and Delivery of One (1) Lot Customized Stamps and Other Items</b>
Purchase Request No.	: <b>GAA-23-08-17495</b>
Purchase / Work Order No.	: <b>23-10-207</b>
Total Contract Price	: <b>Php 44,950.00</b>
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: <b>Forty Four Thousand Nine Hundred Fifty Pesos</b>

Upon issuance of this Notice, your company, **JASSEN HARRIS INDUSTRIES CORP.** 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.** B.Sec.  
Director

DATE OF ISSUANCE:

**OCT 12 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 2 / 05 October 2023