



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



**PURCHASE ORDER**

ASTI-FM 03-17  
 REV 3 / 10 October 2023

<b>Supplier:</b>	<b>RGSA Carpets and Interior Products, Inc.</b>	<b>PO No.:</b>	<b>23-11-247</b>
<b>Address:</b>	<b>Blk 19 Lot 34, Kalayaan Village, Brgy. 201, Pasay City 1300</b>	<b>PO Date:</b>	<b>November 22, 2023</b>
<b>TIN:</b>	<b>008-399-412-000</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:

**Place of Delivery:** ASTI Bldg., C.P. Garcia Ave., U.P. Technology Park Complex, U.P. Campus, Diliman, Quezon City 1101

**Delivery Term:** On or before 01 December 2023

**Date of Delivery:** \_\_\_\_\_

**Payment Term:** Government Terms

**Warranty Term:** \_\_\_\_\_

Stock / Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	Lot	<p><b>Supply, Delivery and Installation of Frosted Sticker</b></p> <p>1. GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders for the Supply, Delivery, and Installation of Frosted Sticker, for the DOST-ASTI Main Entrance Automatic Glass Door, Back Automatic Glass Door, and Roof Deck Swing Glass Door with approximate are of 368.9 square feet.</p> <p>1.2. The Approved Budget for the Contract is inclusive of all applicable government taxes and other charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Frosted Sticker</p> <p>2.1.1. Application of frosted sticker adhesives for glass doors.</p> <p>2.1.2. Location: Main/Front Entrance - Automatic Glass Door</p> <p>2.1.2.1. Size: 2 ft (W) x 7.55 ft (H)</p> <p>2.1.2.1.1. Quantity: 2 units</p> <p>2.1.2.2. Size: 3 ft (W) x 9 ft (H)</p> <p>2.1.2.2.1. Quantity: 4 units</p> <p>2.1.2.3. Size: 3 ft (W) x 8.2 ft (H)</p> <p>2.1.2.3.1. Quantity: 2 units</p> <p>2.1.3. Location: Back Entrance - Automatic Glass Door</p> <p>2.1.3.1. Size: 3 ft (W) x 8.75 ft (H)</p> <p>2.1.3.1.1. Quantity: 2 units</p> <p>2.1.3.2. Size: 3 ft (W) x 8 ft (H)</p> <p>2.1.3.2.1. Quantity: 2 units</p> <p>2.1.4. Location: Roof Deck Swing Glass Door</p> <p>2.1.4.1. Size: 3 ft (W) x 6.75 ft (H)</p> <p>2.1.4.1.1. Quantity: 4 units</p> <p>2.2. Dimensions given above are approximate and may vary depending on the size and design. Minimum variations (+/- 10%) shall be accepted by the end-user.</p>	1	P44,268.00	P44,268.00

**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



	<p>2.3. The supplier must conduct an actual measurement of the glass panels before application or installation. The supplier shall take into consideration all such conditions that may affect the work under this contract.</p> <p>2.4. The Design for each door is specified in "Annex A".</p> <p>2.5. The color intensity of the design must be heightened to make the colors pop out in contrast to the background when printed on the frosted sticker. The supplier must provide color samples duly approved by the end-user before application or installation.</p> <p><b>3. WARRANTY TERMS</b></p> <p>3.1. The goods must carry a twelve (12)-month warranty, which shall commence from the date of end-user acceptance.</p> <p><b>4. DELIVERY AND PAYMENT TERMS</b></p> <p>4.1. Delivery of goods and services shall be made until 01 December 2023 upon approval of designs.</p> <p>4.2. Payment shall be made upon certification/acceptance by the end-user to the effect that the Goods and Service have been delivered in accordance with the terms of the contract and have been duly inspected and accepted. No payment shall be made for supplies and materials not yet delivered under this contract.</p> <p>(Please see attached quotation.)</p>			
			<b>TOTAL:</b>	<b>P44,268.00</b>
<b>(Total Amount in Words)</b>			<b>Forty Four Thousand Two Hundred Sixty Eight 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.**   
Director, DOST-ASTI

Digitally signed by Bayani Benjamin R. Lara

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

<b>Fund Cluster:</b>	<u>01</u>	ORS / BURS No.: <u>011021012023-11-00057</u>
<b>Funds Available:</b>	<u>PHP 44,268.00</u>	ORS / BURS Date: <u>NOVEMBER 22, 2023</u>
		Amount: <u>₱ 44,268.00</u>
 <b>GAY CONCERCION S. BUGAGAO</b> Accountant III		



22 November 2023

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

**Ms. GINA A. SALCEDO**  
 General Manager  
**RGSA Carpets and Interior Products, Inc.**  
 Blk 19 Lot 34, Kalayaan Village  
 Brgy. 201, Pasay City 1300

Dear Ms. Salcedo,

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

Contract Name	: <b>One (1) Lot Supply, Delivery and Installation of Frosted Sticker</b>
Purchase Request No.	: <b>GAA-23-10-17782</b>
Purchase / Work Order No.	: <b>23-11-247</b>
Total Contract Price	: <b>Php 44,268.00</b>
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: <b>Forty Four Thousand Two Hundred Sixty Eight Pesos</b>

Upon issuance of this Notice, your company, **RGSA Carpets and Interior Products, 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.**  Digitally signed by **Bayan Benjamin R. Lata**  
 Director

DATE OF ISSUANCE:

**28 NOV 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  
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 Fax No. : +632 8426-9764

ASTI-FM 03-19  
 REV 2 / 05 October 2023