



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

Supplier:	TANJER ENTERPRISES	PO No.:	23-11-255
Address:	Rm 1104 Tower B Antel Seaview, Brgy. 76, Pasay City 1300	PO Date:	November 24, 2023
TIN:	101-588-369-00000	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: 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	Piece	<p>PROMOTIONAL MATERIAL: USB CARD</p> <p>1.General Statement / Background / Objectives</p> <p>1.1.DOST-ASTI is seeking qualified and competent bidder for the Supply and Delivery of One Hundred Seventy (170) Pieces of Promotional material: USB Card, to be used during the conduct of INNOVATE activities.</p> <p>1.2.The ABC is inclusive of all applicable government taxes and service charges.</p> <p>1.3.DOST-ASTI Branding / Identity Materials</p> <p>1.3.1.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 PO and/or contract.</p> <p>1.3.2.The external provider/contractor/supplier, including any of its subcontractors, shall remove from their system any and all copies of the 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>1.3.3.The external provider/contractor/supplier, including any of its subcontractors, will be held legally liable for any unauthorized use of the DOST-ASTI name and logo branding/identity materials, including any and all variants.</p> <p>2.Technical Specifications</p> <p>2.1.Design: The End-user will provide the design within three (3) calendar days upon issuance of NTP.</p> <p>2.1.1.Revisions may be made by the supplier, but only upon the approval of End-user.</p> <p>2.1.2.Sample designs:</p> <p>2.1.2.1.Actual sample design shall be</p>	170	P350.00	P59,500.00

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>provided to the End-user within three (3) calendar days after the issuance of NTP.</p> <p>2.1.2.2. Maximum of two (2) revisions with corresponding actual sample designs must be submitted to the End-user within five (5) calendar days upon provision of revisions.</p> <p>2.2. Quantity: 170 pieces</p> <p>2.3. Description:</p> <p>2.3.1. White with front design</p> <p>2.3.1.1. Full Color Print; back-to-back</p> <p>2.3.2. Size: Standard ATM Size</p> <p>2.3.3. Storage Capacity: 8GB / 16GB (if not available, subject for end-user approval)</p> <p>3. After-sales Support</p> <p>3.1. The End-user must be able to request support by phone, e-mail, or through a website.</p> <p>4. Payment and Delivery Terms</p> <p>4.1. The Supplier must be able to deliver the Item within the following terms:</p> <p>4.1.1. The total units must be delivered on or before 01 December 2023.</p> <p>4.2. Payment shall be processed only upon the issuance of certificate of acceptance by the End-user upon the complete delivery of the Items at a hundred percent (100%) in accordance with the terms of this Contract and have been duly inspected. No payment shall be made for services not yet rendered or for goods, supplies, and materials not yet delivered under this Contract.</p> <p>(Please see attached quotation.)</p>			
2	Piece	<p>PROMOTIONAL MATERIAL: METAL PEN</p> <p>1. General Statement / Background / Objectives</p> <p>1.1. DOST-ASTI is seeking qualified and competent bidder for the Supply, and Delivery of One Hundred Seventy (170) pieces of Promotional material: Metal Pen, to be used during the conduct of INNOVATE activities.</p> <p>1.2. The ABC is inclusive of all applicable government taxes and service charges.</p> <p>1.3. DOST-ASTI Branding / Identity Materials</p> <p>1.3.1. 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 PO and/or contract.</p> <p>1.3.2. The external provider/contractor/supplier, including any of its subcontractors, shall remove from their system any and all copies of the 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>1.3.3. The external provider/contractor/supplier, including any of its subcontractors, will be held legally liable for any unauthorized use of the DOST-ASTI name and logo branding/identity materials, including any and all variants.</p> <p>2. Technical Specifications</p> <p>2.1. Design: The End-user will provide the design within three (3) calendar days upon issuance of NTP.</p>	170	P120.00	P20,400.00

		<p>2.1.1.Revisions may be made by the supplier, but only upon the approval of End-user.</p> <p>2.1.2.Sample designs:</p> <p>2.1.2.1.Actual sample design shall be provided to the End-user within three (3) calendar days after the issuance of NTP.</p> <p>2.1.2.2.Maximum of two (2) revisions with corresponding actual sample designs must be submitted to the End-user within five (5) calendar days upon provision of revisions.</p> <p>2.2.Quantity: 170 pieces</p> <p>2.3.Description:</p> <p>2.3.1.Body color: silver / black (preferred but not required, subject for end-user's approval.)</p> <p>2.3.2.Feature: Clickable or twisted</p> <p>2.3.3.Printing: 2 sided; colored</p> <p>3.After-sales Support</p> <p>3.1.The End-user must be able to request support by phone, e-mail, or through a website.</p> <p>4.Payment and Delivery Terms</p> <p>4.1.The Supplier must be able to deliver the Item within the following terms:</p> <p>4.1.1.The total units must be delivered on or before 01 December 2023.</p> <p>4.2.Payment shall be processed only upon the issuance of certificate of acceptance by the End-user upon the complete delivery of the Items at a hundred percent (100%) in accordance with the terms of this Contract and have been duly inspected. No payment shall be made for services not yet rendered or for goods, supplies, and materials not yet delivered under this Contract.</p> <p>(Please see attached quotation.)</p>			
3	Piece	<p>PROMOTIONAL MATERIAL: DESK CLOCK</p> <p>1.General Statement / Background / Objectives</p> <p>1.1.DOST-ASTI is seeking qualified and competent bidder for the Supply and Delivery of One Hundred (100) Pieces of Promotional Material: Desk Clock, to be used during the conduct of INNOVATE activities.</p> <p>1.2.The ABC is inclusive of all applicable government taxes and service charges.</p> <p>1.3.DOST-ASTI Branding / Identity Materials</p> <p>1.3.1.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 PO and/or contract.</p> <p>1.3.2.The external provider/contractor/supplier, including any of its subcontractors, shall remove from their system any and all copies of the 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>1.3.3.The external provider/contractor/supplier, including any of its subcontractors, will be held legally liable for any unauthorized use of the DOST-ASTI name and logo branding/identity materials, including any and all variants.</p> <p>2.Technical Specifications</p> <p>2.1.Design: The End-user will provide the design within three (3) calendar days upon issuance of NTP.</p>	100	P1,650.00	P165,000.00



	<p>2.1.1.Revisions may be made by the supplier, but only upon the approval of End-user.</p> <p>2.1.2.Sample designs:</p> <p>2.1.2.1.Actual sample design shall be provided to the End-user within three (3) calendar days after the issuance of NTP.</p> <p>2.1.2.2.Maximum of two (2) revisions with corresponding actual sample designs must be submitted to the End-user within five (5) calendar days upon provision of revisions.</p> <p>2.2.Quantity: 100 pieces</p> <p>2.3.Material: Varnished Brass Wood</p> <p>2.4.Style: Book Type</p> <p>2.5.Size:</p> <p>2.5.1.Folded:</p> <p>2.5.1.1. Length: 15 cm</p> <p>2.5.1.2. Height: 12 cm</p> <p>2.5.1.3. Width: 4 cm</p> <p>2.5.2.Stretched:</p> <p>2.5.2.1. Length: 30 cm</p> <p>2.5.2.2. Height: 12 cm</p> <p>2.5.2.3. Width: 4 cm</p> <p>2.6.Time Display Method: Analog</p> <p>2.7.Battery-operated</p> <p>2.8.Finish: Matte Finish</p> <p>2.9.With small inscriptions</p> <p>2.10.Supplier must provide a sample copy of their product that is similar to the requirement of the End-user, attached to their quotation.</p> <p>3.After-sales Support</p> <p>3.1.The End-user must be able to request support by phone, e-mail, or through a website.</p> <p>4.Payment and Delivery Terms</p> <p>4.1.The Supplier must be able to deliver the Item within the following terms:</p> <p>4.1.1.The total units must be delivered on or before 01 December 2023.</p> <p>4.2.Payment shall be processed only upon the issuance of certificate of acceptance by the End-user upon the complete delivery of the Items at a hundred percent (100%) in accordance with the terms of this Contract and have been duly inspected. No payment shall be made for services not yet rendered or for goods, supplies, and materials not yet delivered under this Contract.</p> <p>(Please see attached quotation.)</p>			
			TOTAL:	P244,900.00
(Total Amount in Words)			Two Hundred Forty Four Thousand Nine Hundred 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. 
Digitally signed by Franz A. De Leon
 Director, DOST-ASTI

(Date)

Fund Cluster:	01	ORS / BURS No.:	01/01/01/2023-11-000990
Funds Available:	PHP 299,900.00	ORS / BURS Date:	NOVEMBER 28, 2023
		Amount:	₱ 299,900.00
 GAY CONCEPCION S. BUGAGAO Accountant III			



24 November 2023

NOTICE TO PROCEED
ALTERNATIVE MODE OF PROCUREMENT

Ms. ANGELICA S. TAN
 Authorized Representative
TANJER ENTERPRISES
 Rm 1104 Tower B Antel Seaview
 Brgy. 76, Pasay City 1300

Dear Ms. Tan,

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

Contract Name	: Supply and Delivery of One Hundred Seventy (170) Pieces Promotional Material: USB Card and Other Items
Purchase Request No.	: INNOVATE-23-10-18111
Purchase / Work Order No.	: 23-11-255
Total Contract Price	: Php 244,900.00
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: Two Hundred Forty Four Thousand Nine Hundred Pesos

Upon issuance of this Notice, your company, **TANJER ENTERPRISES** 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

DATE OF ISSUANCE:

NOV 30 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
 Email : 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