



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:	JASSEN HARRIS INDUSTRIES CORP.	PO No.:	23-11-259
Address:	1063 Tomas Mapua St., Brgy. 329 Zone 33, Sta. Cruz, Manila	PO Date:	November 28, 2023
TIN:	009-248-102-000	Mode of Procurement:	Shopping (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	Roll	<b>TAPE, electrical</b> 1. GENERAL OVERVIEW 1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency. 1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges.  2. TECHNICAL SPECIFICATIONS 2.1. made of PVC 2.2. 16 meters (min.)  3. DELIVERY 3.1. Delivery shall be made by the Supplier on or before 01 December 2023. 3.2. Full payment will only be processed once items are completely delivered, inspected, and accepted by the end-user.  (Please see attached quotation.)	1	P55.00	P55.00
2	Piece	<b>STAMP PAD, felt</b> 1. GENERAL OVERVIEW 1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency. 1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges.  2. TECHNICAL SPECIFICATIONS 2.1. Made of metal, plastic or combination of plastic and metal 2.2. Metallic material ball be resistant to rust under normal usage 2.2.1. Thickness of Metal: 0.20mm (min.)	6	P75.00	P450.00

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. Stamp bed shall be composed of an absorbent material, pre-inked</p> <p>2.4. Absorbent material to be used is felt or its equivalent 1.4.1. Thickness of Felt: 5mm (min.)</p> <p>2.5. Stamp Bed Size:</p> <p>2.5.1. Width: 60mm (min.)</p> <p>2.5.2. Length: 100mm (min.)</p> <p>2.6. Shall conform with the performance requirements for stamp pad felt</p> <p>2.6.1. Blotting Resistance: The ink shall be uniform and the blotting shall not be significant</p> <p>2.6.2. Transcription Resistance: The trace of transcription shall not be significant</p> <p>2.6.3. Impact Resistance: The fit of each part shall be free from abnormalities</p> <p>2.7. Plastic material/component shall be resistant to impact and ink</p> <p>2.8. Brand shall be engraved/ embossed/ printed on the item</p> <p>3. DELIVERY</p> <p>3.1. Delivery shall be made by the Supplier on or before 01 December 2023.</p> <p>3.2. Full payment will only be processed once items are completely delivered, inspected, and accepted by the end-user.</p> <p>(Please see attached quotation.)</p>			
			<b>TOTAL:</b>	<b>P505.00</b>
<b>(Total Amount in Words)</b>			<b>Five Hundred Five 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 Benjamin R. Lara

Director, DOST-ASTI

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

<b>Fund Cluster:</b>	<u>01</u>	ORS / BURS No.: <u>01101101 2023-11-000918</u>
<b>Funds Available:</b>	<u>₱ 505.00</u>	ORS / BURS Date: <u>NOVEMBER 29, 2023</u>
		Amount: <u>₱ 505.00</u>
<p> <b>GAY CONCEPCION S. BUGAGAO</b> Accountant III</p>		



28 November 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	: <u>Supply and Delivery of One (1) Roll TAPE, electrical and Six (6) Pieces STAMP PAD, felt</u>
Purchase Request No.	: <u>GAA-23-10-18108</u>
Purchase / Work Order No.	: <u>23-11-259</u>
Total Contract Price	: <u>Php 505.00</u>
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: <u>Five Hundred Five Pesos</u>

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.**   
 Director

DATE OF ISSUANCE:

01 DEC 2023

RECEIVED BY:

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

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

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 Fax No. : +632 8426-9764

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