



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:	RYRAH MERCHANDISING	PO No.:	23-12-278
Address:	86 Cordillera St., Sta. Mesa Heights, Lourdes 1, Quezon City	PO Date:	December 20, 2023
TIN:	210-690-439-000	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: Provided for under description

Date of Delivery: _____

Payment Term: Government Terms

Warranty Term: _____

Stock / Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	Pack	BATTERY, dry Cell, size AAA 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. 1.5 volts 2.2. Alkaline 2.3. Two (2) pieces per blister pack 2.4. No mercury and cadmium added 2.5. Minimum of thirty (30) minutes runtime with a current draw of 1.0 Amp until cut-off at one (1) volt. 2.6. Shelf Life: Five (5) years (min) from date of acceptance 2.7. Brand and shelf life shall be engraved/ embossed/ printed on the item 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.)	20	P60.00	P1,200.00
2	Can	AIR FRESHENER 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.	10	P120.00	P1,200.00

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.TECHNICAL SPECIFICATIONS 2.1. Aerosol Type / Spray Mist 2.2. Net Content: 280ml or 150g, (min.) 2.3. Assorted Scents (at least 2 scents) 2.4. Material Safety Data Sheet showing information on specific gravity</p> <p>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.</p> <p>(Please see attached quotation.)</p>			
3	Bottle	<p>INK, for stamp pad 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.</p> <p>2.TECHNICAL SPECIFICATIONS 2.1. Volume (min): 50ml 2.2. with applicator 2.3. Shall conform with the required performance tests: 2.3.1. Dry Time 2.3.2. Stability Test 2.3.3. Resistance to water 2.3.4. Effect on rubber stamo 2.3.5. Corrosion of stamp-pad container 2.4. Color: Purple or Violet</p> <p>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.</p> <p>(Please see attached quotation.)</p>	5	P40.00	P200.00
4	Roll	<p>TAPE, MASKING 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.</p> <p>2.TECHNICAL SPECIFICATIONS 2.1. width: 24mm (±1mm), 50meters (min)</p> <p>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.</p> <p>(Please see attached quotation.)</p>	14	P45.00	P630.00

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6925

5	<p>MARKER, Flourescent</p> <p>1. GENERAL OVERVIEW</p> <p>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.</p> <p>1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Barrel: Flat</p> <p>2.2. Tip: Chisel point</p> <p>2.3. Colors per set: assorted colors</p> <p>2.4. Packaging: 3 colors per set</p> <p>2.5. Material and Structure: The barrel and the cap shall be made of plastic and the cap shall fit snugly or firmly to the barrel and of such structure that will easily cap and uncap</p> <p>2.6. Brand shall be engraved/ embossed/ printed/ permanently stickered on the item.</p> <p>2.7. Shall pass the following:</p> <p>2.7.1. Writing performance test</p> <p>2.7.2. Legibility of Highlighted Word</p> <p>2.7.3. Cap-Off time test</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>	8	P55.00	P440.00
6	<p>MARKER, Permanent, Black</p> <p>1. GENERAL OVERVIEW</p> <p>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.</p> <p>1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Ink Color: Black</p> <p>2.2. Tip: Felt, bullet type</p> <p>2.3. Point: Medium</p> <p>2.4. Brand shall be engraved/ embossed/ printed/ permanently stickered on the item.</p> <p>2.5. Material and Structure:</p> <p>2.5.1. The cap shall fit snugly or firmly to the barrel and of such structure that will easily cap and decap;</p> <p>2.5.2. The ink reservoir shall be stable to prevent leakage when stored and the ink flow out adequately upon use; and</p> <p>2.5.3. The tip of the pen shall be of suitable firmness and good structure that will regulate the flow of ink.</p> <p>2.6. Shall comply with the following parameters:</p> <p>2.6.1. Writing Performance Test</p> <p>2.6.2. Drying Performance Test</p> <p>2.6.3. Resistance to Water Test</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</p>	2	P15.00	P30.00

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GAS

		<p>Items are completely delivered, inspected, and accepted by the end-user.</p> <p>(Please see attached quotation.)</p>			
7	Piece	<p>MARKER, Whiteboard, Black</p> <p>1. GENERAL OVERVIEW</p> <p>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.</p> <p>1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Ink Color: Black</p> <p>2.2. Tip: Felt, bullet type</p> <p>2.3. Point: Medium</p> <p>2.4. Brand shall be engraved/ embossed/ printed/ permanently stickered on the item.</p> <p>2.5. Material and Structure:</p> <p>2.5.1. The cap shall fit snugly or firmly to the barrel and of such structure that will easily cap and decap;</p> <p>2.5.2. The ink reservoir shall be stable to prevent leakage when stored and the ink flow out adequately upon use; and</p> <p>2.5.3. The tip of the pen shall be of suitable firmness and good structure that will regulate the flow of ink.</p> <p>2.6. Shall comply with the following parameters:</p> <p>2.6.1. Writing Performance Test</p> <p>2.6.2. Drying Performance Test</p> <p>2.6.3. Resistance to Water Test</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>	2	P15.00	P30.00
8	Piece	<p>STAPLER, standard type</p> <p>1. GENERAL OVERVIEW</p> <p>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.</p> <p>1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Loading Capacity (min.): 200 staple wires</p> <p>2.2. Staple pusher shall be a metal piece and not spring.</p> <p>2.3. Construction/Structure:</p> <p>2.3.1. The handle, base and frame shall be connected respectively and be smooth in repetitive actuation;</p> <p>2.3.2. Loading of the staple wire in the staple magazine shall be easily done;</p> <p>2.3.3. The stapler shall be constructed such that the staple wire will not jam or drop out during stapling;</p> <p>2.3.4. The base shall be so constructed that it is equipped with clincher block having the guide groove aligned with the driver blade so that it can</p>	9	P150.00	P1,350.00

6ms

6ms

		<p>bind properly and easily;</p> <p>2.3.5. The driver blade shall be able to push out and drive the loaded staple wire without deformation;</p> <p>2.3.6. Each part shall have rigidity in meeting the performance of the stapler;</p> <p>2.3.7. As per attached illustration showing the parts of the stapler, however design may vary;</p> <p>2.3.8. Shall conform with the required performance tests.</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>			
9	Pack	<p>TOILET TISSUE PAPER, 2 ply</p> <p>1. GENERAL OVERVIEW</p> <p>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.</p> <p>1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Weight (min.): 28gsm</p> <p>2.2. Sheet Dimensions:</p> <p>2.2.1. Width of sheet: 100mm (+/-3mm)</p> <p>2.2.2. Length of sheet: 114mm (-5mm)</p> <p>2.3. Acidity, pH (min.): 6</p> <p>2.4. Absorption time for each sheet using 0.01ml water, sec. (max.): 30</p> <p>2.5. 100% Recycled pulp</p> <p>2.6. Paper shall be at least Elemental Chlorine Free (ECF)</p> <p>2.7. 150 pull per roll (300 sheets), (min.)</p> <p>2.8. Shall be evenly and firmly wound to form a roll which is sufficiently rigid to withstand normal handling and usage.</p> <p>2.9. Roll shall be perforated across the full width such that each sheet can be easily torn off along the perforations.</p> <p>2.10. Toilet tissue shall not have noticeable dust on the surface of sheets.</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>	91	P110.00	P10,010.00
10	Piece	<p>CERTIFICATE FOLDER</p> <p>1. GENERAL OVERVIEW</p> <p>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.</p> <p>1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p>	6	P60.00	P360.00

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		2.1. Size: A4 2.2. made of plastic materials 2.3. Color: Royal Blue 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.)			
11	Ream	SPECIAL PAPER 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. Size: A4 2.2. Basis Weight: 80 gsm 2.3. Packaging: 500 sheets per ream 2.4. Color: Blue 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.)	2	P500.00	P1,000.00
				TOTAL:	P16,450.00
(Total Amount in Words)			Sixteen Thousand Four Hundred Fifty Pesos Only		

MFO /

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. *B. De Leon*

Director, DOST-ASTI

Digitally signed by
Benjamin E. Lara

(Date)

Fund Cluster:	<u>01</u>	ORS / BURS No.:	<u>011011062023-12-001092</u>
Funds Available:	<u>PHP 16,450.00</u>	ORS / BURS Date:	<u>DECEMBER 20, 2023</u>
		Amount:	<u>P 16,450.00</u>
 GAY CONCEPCION S. BUGAGAO Accountant III			



20 December 2023

NOTICE TO PROCEED
ALTERNATIVE MODE OF PROCUREMENT

Mr. RYAN L. TANBENGCO
 Proprietor
RYRAH MERCHANDISING
 86 Cordillera St., Sta. Mesa Heights
 Lourdes 1, Quezon City

Dear Mr. Tanbengco,

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

Contract Name	: Supply and Delivery of Various Office Supplies for 4th Quarter
Purchase Request No.	: GAA-23-10-18108
Purchase / Work Order No.	: 23-12-278
Total Contract Price	: Php 16,450.00
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: Sixteen Thousand Four Hundred Fifty Pesos

Upon issuance of this Notice, your company, **RYRAH MERCHANDISING** 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:

DEC 21 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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