



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>BAN BEE COMMERCIAL CO., INC.</b>	<b>PO No.:</b>	<b>23-12-277</b>
<b>Address:</b>	<b>856 C.M. Recto Avenue, Manila</b>	<b>PO Date:</b>	<b>December 20, 2023</b>
<b>TIN:</b>	<b>001-609-075-000</b>	<b>Mode of Procurement:</b>	<b>Shopping (b)</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	Box	<p><b>PAPER, parchment</b></p> <p><b>1. GENERAL OVERVIEW</b></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><b>2. TECHNICAL SPECIFICATIONS</b></p> <p>2.1. Type: Parchment</p> <p>2.2. Size: 210mm x 297mm (±2mm in either direction)</p> <p>2.3. Basis Weight: 80gsm (-5%)</p> <p>2.4. Fine translucent</p> <p>2.5. Suitable for laser/inkjet printing</p> <p>2.6. Packaging: 100 sheets per box</p> <p><b>3. DELIVERY</b></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>	6	P300.00	P1,800.00
2	Piece	<p><b>DATA FILE BOX</b></p> <p><b>1. GENERAL OVERVIEW</b></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><b>2. TECHNICAL SPECIFICATIONS</b></p>	6	P125.00	P750.00

**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>2.1. Dimension: 400mm (min) x 125mm (min) x 230mm (min) (LxWxH)</p> <p>2.2. Chipboard: 3mm thick (min)</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>			
3	Box	<p><b>ENVELOPE, Expanding, Kraft</b></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. Kraft</p> <p>2.2. Smooth surface</p> <p>2.3. Size: 380mm x 250mm (-3mm)</p> <p>2.4. Expansion: 50mm (-3mm)</p> <p>2.5. Thickness (min.): 0.38mm</p> <p>2.6. With string and eyelet or elastic strap</p> <p>2.7. 100 pieces per box</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>	1	P1,300.00	P1,300.00
4	Set	<p><b>FILE TAB DIVIDER, Legal</b></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. For Legal size documents</p> <p>2.2. Material: Bristol Board</p> <p>2.3. Size :</p> <p>2.3.1. Leaf:</p> <p>2.3.1.1. Length (min.):330mm</p> <p>2.3.1.2. Width (min.): 216mm</p> <p>2.3.2. Tab:</p> <p>2.3.2.1. Length (min.): 68mm</p> <p>2.3.2.2. Width (min.): 15mm</p> <p>2.3.2.3. In sequential order</p> <p>2.4. Basis Weight (-5%): 153 gsm</p> <p>2.5. Thickness (min.): 0.22mm</p> <p>2.6. Five (5) colors per set: Blue, White, Yellow, Green, Red, etc.</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</p>	30	P24.00	P720.00

6000

6000

		accepted by the end-user. (Please see attached quotation.)			
5	Piece	<b>BALLPEN</b> <b>1. GENERAL OVERVIEW</b> 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.  <b>2. TECHNICAL SPECIFICATIONS</b> 2.1. Color: Blue 2.2. Pen Tip Size: 0.7mm 2.3. Good for writing quality  <b>3. DELIVERY</b> 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.)	43	P6.00	P258.00
			<b>TOTAL:</b>		<b>P4,828.00</b>
<b>(Total Amount in Words)</b>			<b>Four Thousand Eight Hundred Twenty 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. *B.Sns.*

Director, DOST-ASTI

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

Fund Cluster:	01	ORS / BURS No.	01101062023-12-001041
Funds Available:	PHP 4,828.00	ORS / BURS Date:	DECEMBER 20, 2023
		Amount:	₱ 4,828.00
 <b>GAY CONCEPCION S. BUGAGAO</b> Accountant III			



20 December 2023

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

**Mr. BENSON P. CHUA**  
 Proprietor  
**BAN BEE COMMERCIAL CO., INC.**  
 856 C.M. Recto Avenue, Manila

Dear Mr. Chua,

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

Contract Name	: <b>Supply and Delivery of Various Office Supplies for 4th Quarter</b>
Purchase Request No.	: <b>GAA-23-10-18108</b>
Purchase / Work Order No.	: <b>23-12-277</b>
Total Contract Price	: <b>Php 4,828.00</b>
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: <b>Four Thousand Eight Hundred Twenty Eight Pesos</b>

Upon issuance of this Notice, your company, **BAN BEE COMMERCIAL CO., 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.**  
 Director

Digitally signed by Franz A. De Leon

DATE OF ISSUANCE:

**DEC 21 2023**

RECEIVED BY:

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

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

Postal Address : ASTI Bldg., U.P. Technology Park Complex,  
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 Fax No. : +632 8426-9764

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