



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>ALDREI TRADING</b>	<b>PO No.:</b>	<b>23-11-254</b>
<b>Address:</b>	<b>11 Le Baltao Rd., Sun Valley, Brgy. 197, Pasay City 1300</b>	<b>PO Date:</b>	<b>November 23, 2023</b>
<b>TIN:</b>	<b>456-127-667-00000</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:** 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	Pack	<p><b>SPECIAL BOARD PAPER</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. Size: A4 Vellum Board</p> <p>2.2. Basis Weight: 200 gsm</p> <p>2.3. Packaging: 10 sheets per pack</p> <p>2.4. Color: white or cream</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>	50	₱41.00	₱2,050.00
2	Roll	<p><b>TAPE, TRANSPARENT</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. width: 24mm (±1mm), 50meters (min)</p> <p>3. DELIVERY</p>	16	₱17.00	₱272.00

office number  
 area

**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>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	Roll	<p><b>TWINE, plastic</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. Weight per roll(min.): 1000g</p> <p>2.2. Breaking Strength(min.): 25kg</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>	4	P109.00	P436.00
4	Box	<p><b>PAPER CLIP, vinly/plastic coated, 33mm</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. Wire Diameter (min.): 0.80mm</p> <p>2.2. Length of Clip (min.): 33mm</p> <p>2.3. Total length of wire used (min.): 102mm</p> <p>2.4. Assorted colors</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>	41	P12.00	P492.00
5	Pad	<p><b>NOTE PAD, stick on, 50mm x 76mm</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. Size: 50mm x 76mm (2" x 3") (min)</p> <p>2.2. Basis Weight: 70gsm (min)</p> <p>2.3. Sheet Thickness: 0.09mm (min)</p>	34	P26.00	P884.00

Office Supply

Gms



		<p>2.4. Brand shall be printed on the item</p> <p>2.5. Packaging: 100 sheets per pad</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	Pad	<p><b>NOTE PAD, stick on, 76mm x 76mm</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. Size: 76mm x 76mm (3" x 3") (min)</p> <p>2.2. Basis Weight: 70gsm (min)</p> <p>2.3. Sheet Thickness: 0.09mm (min)</p> <p>2.4. Brand shall be printed on the item</p> <p>2.5. Packaging: 100 sheets per pad</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>	46	P31.00	P1,426.00
7	Pack	<p><b>Sign Here Tape Flags</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. Color: Yellow</p> <p>2.2. Size: 1x1.7 inches</p> <p>2.3. Package Configurations: 2 Dispensers/Pack</p> <p>2.4. Package Contents: 50/Dispenser, 2 Dispensers/Pack</p> <p>2.5. Tab Size: 25mm</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>	90	P72.00	P6,480.00

Office Supplies  
6/25

Office Supplies  
M-1 PAD

8	Pack	<b>SPECIAL BOARD PAPER</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. Size: A4 Vellum Board 2.2. Basis Weight: 220 gsm 2.3. Packaging: 10 sheets per pack 2.4. Color: white  <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.)	40	P49.00	P1,960.00
9	Ream	<b>SPECIAL PAPER</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. Size: A4 2.2. Basis Weight: 80 gsm 2.3. Packaging: 500 sheets per ream 2.4. Color: Pink  <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.)	2	P493.00	P986.00
				<b>TOTAL:</b>	<b>P14,986.00</b>
<b>(Total Amount in Words)</b>			<b>Fourteen Thousand Nine Hundred Eighty Six Pesos Only</b>		

Office supplies  
MFOI

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.D.*  
Director, DOST-ASTI

Digitally signed by Bayani Benjamin R. Lero

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



<b>Fund Cluster:</b>	<u>01</u>	<b>ORS / BURS No.:</b>	<u>0101012023-11-000938</u>
<b>Funds Available:</b>	<u>PHP 19,986.00</u>	<b>ORS / BURS Date:</b>	<u>NOVEMBER 29, 2023</u>
		<b>Amount:</b>	<u>₱ 19,986.00</u>
 <b>GAY CONCEPCION S. BUGAGAO</b> Accountant III			



23 November 2023

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

**Ms. JENYLYN COLILE**  
 Authorized Representative  
**ALDREI TRADING**  
 11 Le Baltao Rd., Sun Valley  
 Brgy. 197, Pasay City 1300

Dear Ms. Colile,

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

Contract Name	: <b>Supply and Delivery of Various Office Supplies (4th Quarter)</b>
Purchase Request No.	: <b>GAA-23-10-18108</b>
Purchase / Work Order No.	: <b>23-11-254</b>
Total Contract Price	: <b>Php 14,986.00</b>
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: <b>Fourteen Thousand Nine Hundred Eighty Six Pesos</b>

Upon issuance of this Notice, your company, **ALDREI TRADING** 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 Franz A. De Leon  
 Director

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.ast.dost.gov.ph](http://www.ast.dost.gov.ph)  
 Email : [info@asti.dost.gov.ph](mailto: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