



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:	QUARTZ BUSINESS PRODUCTS CORPORATION	PO No.:	24-01-004
Address:	15th Capital House, 9th Avenue corner 34th St., Bonifacio Global City, Fort Bonifacio, Taguig City	PO Date:	January 12, 2024
TIN:	000-167-050-000	Mode of Procurement:	Competitive Bidding

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:	Forty-five (45) calendar days upon issuance of NTP
Date of Delivery:	_____	Payment Term:	Government Terms
		Warranty Term:	_____

Stock / Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	Lot	<p>Provision of Managed Print Services</p> <p>1. OBJECTIVE</p> <p>1.1. The Department of Science and Technology (DOST) – Advanced Science and Technology Institute (ASTI) seeks to procure a managed print services to effectively monitor and control its printer usage, save money and improve productivity. Also, DOST-ASTI expects to promote sustainability and document security.</p> <p>1.2. The DOST-ASTI shall require the Service Provider to provide printing and scanning services and supply genuine and Original Equipment Manufacturer (OEM) consumables and will charge monthly services for the duration of the contract.</p> <p>2. LOCATION OF DELIVERY</p> <p>2.1. The equipment, supplies and other accessories included in the contract shall be delivered to the DOST – ASTI with address at DOST – ASTI Bldg., C.P. Garcia Ave., UP Technopark Complex, UP Campus, Diliman, Quezon City 1101.</p> <p>3. QUALIFICATIONS OF THE SERVICE PROVIDER</p> <p>3.1. Service Provider must be a reseller, dealer or distributor of the brand being offered for a period of at least five (5) years.</p> <p>3.2 Service Provider must be an authorized Service Center of the brand being offered for the last five (5) years up to the present. A current and valid certification as to its being an Authorized Service Provider of the manufacturer shall be submitted as part of the technical component of its bid proposal. The said certification must be issued by the</p>	1	₱1,238,000.00	₱1,238,000.00

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

manufacturer directly in favor of the service provider participating in the bidding.

4. SCOPE OF SERVICES

The contract shall include the following:

- 4.1 Supply, delivery and installation of Brand New ten (10) units Monochrome Printer of Multifunction Devices and One (1) unit Color Multifunction Devices.
- 4.2 Assistance in the installation of printer to all staff desktops/laptops;
- 4.3 Supply, delivery and installation of genuine and OEM printing consumables (toners, drum kits, etc. and not refilled or refurbished);
- 4.4 Inclusive of at least 220,000 Mono A4 pages and at least 60,000 Color A4 pages;
- 4.5 Provide one (1) onsite service unit. Service unit shall be the same model as the Laser Monochrome Multifunction Devices.
- 4.6 Provide Service Engineer/Technician within 24 hours upon escalation of report;
- 4.7 Submit Monthly Summary of Printer Usage Report;
- 4.8 Software Administration Training as well as End-User's Training may be requested, if necessary.
- 4.9 The duration of this contract shall be from 01 January 2024 to 31 December 2024.

5. PROJECT REQUIREMENT

- 5.1. The Supplier must comply with the printer's technical specifications and project requirement stipulated in the Terms of Reference (TOR).

6. OTHER REQUIREMENTS

- 6.1. The supplier must adhere with the Installation, Testing and Inspection, Implementation, Training and other documentary requirements set in the Terms of Reference.

7. DUTIES AND RESPONSIBILITIES OF DOST – ASTI

- 7.1 Provide server hardware where the print server will be used according to service provider's server specifications; and
- 7.2 Responsible for the safe custody and use of the equipment installed by the Service Provider.

8. TERMS OF PAYMENT

- 8.1. Payment shall be made on a monthly basis subject to submission of billing statement and other supporting documents by the Service Provider. Services shall only be billed based on the actual services received by DOST – ASTI, hence, may be computed by a fraction of a month.

9. DELIVERY SCHEDULE

- 9.1. Delivery shall be within Forty-five (45) calendar days upon issuance of Notice to Proceed (NTP)

10. NOTES

- 10.1. Any other term, condition or provision not

	<p>stipulated in this document will be covered by a separate agreement as proposed and agreed upon by DOST-ASTI and the Contractor.</p> <p>10.2. Bidders must comply with all specifications contained in this PR, TOR and supplemental bid bulletin, if any.</p> <p>(Please see attached offer.)</p>		
		TOTAL:	₱1,238,000.00
(Total Amount in Words)		One Million Two Hundred Thirty-Eight Thousand 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.

Director, DOST-ASTI

(Date)

Fund Cluster:	<u>01</u>	ORS / BURS No.:	<u>01101012024-01-00012</u>
		ORS / BURS Date:	<u>JANUARY 15, 2024</u>
Funds Available:	<u>PHP 1,238,000.00</u>	Amount:	<u>₱ 1,238,000.00</u>
 GAY CONCEPCION S. BUGAGAO Accountant III			



12 January 2024

NOTICE TO PROCEED
PUBLIC BIDDING

Mr. REIMAR L. FORTUNA
 Account Manager
QUARTZ BUSINESS PRODUCTS CORPORATION
 15th Capital House, 9th Avenue corner 34th St.
 Bonifacio Global City
 Fort Bonifacio, Taguig City

Dear Mr. Fortuna,

Notice is hereby given to **QUARTZ BUSINESS PRODUCTS CORPORATION** that work/delivery may proceed for the following procurement details:

Contract Name	:	Provision of One (1) Lot Managed Print Services
Purchase Request No.	:	GAA-23-09-17665
Purchase / Work Order No.	:	24-01-004
Total Contract Price	:	P1,238,000.00
(inclusive of taxes, import duties and all other charges or fees)		
Total Contract Price in Words	:	One Million Two Hundred Thirty-Eight Thousand Pesos

Upon signing receipt of this Notice, you are responsible for performing the services under the terms and conditions of the Agreement/Purchase Order/Work Order and in accordance with the schedule of requirements/delivery schedule.

You are also hereby required to file a Warranty Security for a minimum period of three (3) months, in the case of Expendable Supplies, or a minimum period of one (1) year, in the case of Non-Expendable Supplies, after acceptance by the Procuring Entity of the delivered supplies. It shall be covered by either retention money in an amount equivalent to at least five percent (5%) of every progress payment, or a special bank guarantee equivalent to at least five percent (5%) of the total contract price. The said amounts shall only be released after the lapse of the warranty period or, in the case of Expendable Supplies, after consumption thereof. Provided, however, That the supplies delivered are free from patent and latent defects and all the conditions imposed under the contract have been fully met.

Note that failure to comply with the above requirements and failure to perform the services under the terms and conditions of the Agreement/Purchase Order/Work Order may constitute grounds for its forfeiture.

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 Benjamin R. Lora

DATE OF ISSUANCE:

22 JAN 2024

RECEIVED BY:

Signature over Printed Name

Date and Time

WARRANTY SECURITY

Type of Warranty Security:

Amount of Warranty Security: **P**

O.R. No.:

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 03-18
 REV 3 / 05 October 2023