



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:	RJ BALINGBING WATER REFILLING STATION	PO No.:	24-02-016
Address:	517 Katarungan St., Brgy. Commonwealth, Quezon City	PO Date:	February 02, 2024
TIN:	246-944-857-000	Mode of Procurement:	NP-53.9 Small Value Procurement

Gentleman:

Please furnish this Office the following articles subject to the terms and conditions contained herein:

1) ASTI Bldg., C.P. Garcia Ave., U.P. Technology Park Complex, U.P. Campus, Diliman, Quezon City 1101

Place of Delivery:

2) National Engineering Center (NEC) Rooms 405-406 & 409, 4/F Junio Hall cor. Agoncillo St. and Osmena Ave., University of the Philippines, Diliman, Quezon City

Delivery Term:

01 February 2024

Date of Delivery:

Payment Term:

Government Terms

Warranty Term:

Stock / Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	Lot	<p>Drinking Water</p> <p>1. OBJECTIVE</p> <p>1.1. The Department of Science and Technology (DOST) – Advanced Science and Technology Institute (ASTI) is looking for a qualified and competent bidder for the Supply and Delivery of Three Thousand Units of Five (5) Gallon Container of Purified Drinking Water.</p> <p>1.2. The Approved Budget for the Contract is inclusive of taxes and other charges.</p> <p>2. LOCATION OF DELIVERY</p> <p>2.1. The place of delivery shall be as follows:</p> <p>2.1.1. DOST-ASTI with address at DOST-ASTI Bldg., UP Technopark Complex, C.P. Garcia Avenue, UP Campus, Diliman, Quezon City 1101; and</p> <p>2.1.2. DOST-ASTI Extension Office located at National Engineering Center (NEC) Rooms 405-406 & 409, 4/F Junio Hall cor. Agoncillo St. and Osmena Ave., University of the Philippines, Diliman, Quezon City.</p> <p>3. CONTRACT DURATION</p> <p>3.1. The contract period shall be for a period of 01 February 2024 to 31 December 2024.</p> <p>4. SCOPE OF SERVICES</p> <p>4.1. Supply and delivery of three thousand (3,000) units of five-gallon container with purified drinking water.</p> <p>4.2. Free use of clean containers.</p> <p>4.3. Delivery of at least sixty (60) containers or depending on the needs of dost-asti on its weekly consumption.</p>	1	₱105,000.00	₱105,000.00

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

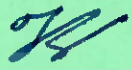

	<p>4.4. Provide DOST-ASTI with thirteen (13) units of water dispenser for use with options for dispensing both hot and cold water.</p> <p>5. DUTIES AND RESPONSIBILITIES OF THE SUPPLIER</p> <p>5.1. The Supplier shall render monthly cleaning/maintenance and repair of water dispenser provided to DOST-ASTI, including replacement of units and parts without cost to DOST-ASTI.</p> <p>5.2. The Supplier shall deliver required number of containers per floor.</p> <p>5.3. The Supplier shall submit certified true copies and present original copies of the certification that it has passed the microbiological test from an accredited water testing laboratory of the Department of Health and/or shall have a Sanitary Permit/Certificate of Potability.</p> <p>5.4. The Supplier must have a main or satellite office in Quezon City, Metro Manila to efficiently coordinate transactions or other concerns of DOST-ASTI.</p> <p>6. RESPONSIBILITIES OF DOST-ASTI</p> <p>6.1. DOST-ASTI shall grant limited access to its premises to the representative/s of the supplier to perform its duties and responsibilities under the Contract.</p> <p>6.2. DOST-ASTI staff shall accompany the Supplier's authorized representative to deliver the required number of containers per floor and/or during maintenance and repair of water dispensers.</p> <p>7. DELIVERY AND PAYMENT SCHEDULE</p> <p>7.1. Delivery of purified drinking water shall be within two (2) working days upon request of DOST-ASTI.</p> <p>7.2. Payment to the Supplier shall be made every month subject to the submission of billing statement, duly accomplished service and inspection report forms, and other documentary requirements.</p> <p>8. LIQUIDATED DAMAGES</p> <p>8.1. Non-compliance with the Terms and conditions stated in the Contract will result in the payment of corresponding penalties/liquidated damages pursuant to Republic Act No. 9184 and its 2016 revised Implementing Rules and Regulations. DOST-ASTI reserves the right to rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the Contract.</p> <p>(Please see attached quotation.)</p>			
			TOTAL:	P105,000.00
(Total Amount in Words)			One Hundred Five 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.

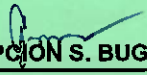
Conforme:

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>0110101-2024-02-000056</u>
Funds Available:	<u>Php 105,000.00</u>	ORS / BURS Date:	<u>FEBRUARY 02, 2024</u>
		Amount:	<u>₱ 105,000.00</u>
 <u>GAY CONCEPCION S. BUGAGAO</u> Accountant III			



02 February 2024

NOTICE TO PROCEED
ALTERNATIVE MODE OF PROCUREMENT

Ms. ANGELA CAIBIGAN
 Marketing Officer
RJ BALINGBING WATER REFILLING STATION
 517 Katarungan St.
 Brgy. Commonwealth, Quezon City

Dear Ms. Caibigan,

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

Contract Name	:	Supply and Delivery of One (1) Lot Drinking Water
Purchase Request No.	:	GAA-24-01-18532
Purchase / Work Order No.	:	24-02-016
Total Contract Price	:	₱105,000.00
(inclusive of taxes, import duties and all other charges or fees)		
Total Contract Price in Words	:	One Hundred Five Thousand Pesos

Upon issuance of this Notice, your company, **RJ BALINGBING WATER REFILLING STATION** 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

B. Lara
Digitally signed
 by Benjamin K. Lara

DATE OF ISSUANCE:

07 FEB 2024

RECEIVED BY:

 Signature over Printed Name

 Date and Time