



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:	TANJER ENTERPRISES	PO No.:	24-03-050
Address:	Rm 1104 Tower B Antel Seaview, Brgy. 76, Pasay City 1300	PO Date:	March 25, 2024
TIN:	101-588-369-00000	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:

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	Piece	<p><b>Promotional Material: Desk clock</b></p> <p>1.0.GENERAL OVERVIEW</p> <p>1.1.DOST-ASTI is seeking qualified and competent bidders for the Supply and Delivery of Ninety-Seven (97) Pieces of Desk Clock as promotional material, to be used during the conduct of InNOVATE activities.</p> <p>1.2.The Approved Budget for the Contract is inclusive of all applicable government taxes and service charges.</p> <p>1.3.DOST-ASTI Branding / Identity Materials</p> <p>1.3.1.Use of DOST-ASTI name and logo branding/identity materials, including any and all variants, provided to the external provider/contractor/supplier shall solely be for the intended and authorized purpose under the issued Purchase Order (PO) and/or Contract.</p> <p>1.3.2.The external provider/contractor/supplier, including any of its subcontractors, shall remove from their system any and all copies of the DOST-ASTI name and logo branding/identity materials after either the completion or cancellation of the PO and/or Contract, and shall issue a signed certification thereof.</p> <p>1.3.3.The external provider/contractor/supplier, including any of its subcontractors, will be held legally liable for any unauthorized use of the DOST-ASTI name and logo branding/identity materials, including any and all variants.</p> <p>2.0.TECHNICAL SPECIFICATIONS</p> <p>2.1.Design: The End-user will provide the design upon issuance of Notice to Proceed (NTP).</p> <p>2.1.1. Revisions may be made by the Winning Bidder, but only upon the approval of End-user.</p> <p>2.1.2. Sample designs:</p>	97	P1,700.00	P164,900.00

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>2.1.2.1. Actual sample design shall be provided to the End-user within three (3) calendar days after the issuance of NTP.</p> <p>2.1.2.2. Maximum of two (2) revisions with corresponding actual sample designs must be submitted to the End-user within three (3) calendar days upon provision of revisions.</p> <p>2.2. Quantity: 97 pieces</p> <p>2.3. Material: Varnished Brass Wood</p> <p>2.4. Style: Book Type</p> <p>2.5. Size:</p> <p>2.5.1. When folded,</p> <p>2.5.1.1. Length: 15 cm</p> <p>2.5.1.2. Height: 12 cm</p> <p>2.5.1.3. Width: 4 cm</p> <p>2.5.2. When stretched or open,</p> <p>2.5.2.1. Length: 30 cm</p> <p>2.5.2.2. Height: 12 cm</p> <p>2.5.2.3. Width: 4 cm</p> <p>2.6. Time Display Method: Analog</p> <p>2.7. Battery-operated</p> <p>2.8. Finish: Matte Finish</p> <p>2.9. With customized paper insert on the left side of the Item, visible when stretched or open.</p> <p>2.10. The Bidder must provide a sample copy of their product that is similar to the requirement of the End-user, attached to their quotation.</p> <p>3.0. AFTER-SALES SUPPORT</p> <p>3.1. The End-user must be able to request support by phone, e-mail, or through a website.</p> <p>4.0. PAYMENT AND OTHER TERMS</p> <p>4.1. The Supplier must be able to deliver the Item within the following terms:</p> <p>4.1.1. The total units must be delivered five (5) to seven (7) calendar days after the final design approval by End-user.</p> <p>4.2. Payment shall be processed only upon the issuance of Certificate of Acceptance by the End-user upon the complete delivery of the Items at a hundred percent (100%) in accordance with the terms of this Contract and have been duly inspected. No payment shall be made for services not yet rendered or for goods, supplies, and materials not yet delivered under this Contract.</p> <p>(Please see attached quotation.)</p>		
		<b>TOTAL:</b>	<b>P164,900.00</b>
<b>(Total Amount in Words)</b>		<b>One Hundred Sixty-Four Thousand Nine Hundred 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.**

Director, DOST-ASTI

Digitally signed  
by Benjamin R. Lara

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



<b>Fund Cluster:</b>	<u>01</u>	<b>ORS / BURS No.:</b>	<u>0101012024-03-000189</u>
<b>Funds Available:</b>	<u>Php 169,900.00</u>	<b>ORS / BURS Date:</b>	<u>MARCH 26, 2024</u>
		<b>Amount:</b>	<u>₱ 169,900.00</u>
 <b>GAY CONCEPCION S. BUGAGAO</b> Accountant III			



25 March 2024

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

**Ms. ANGELICA S. TAN**  
 Authorized Representative  
**TANJER ENTERPRISES**  
 Rm 1104 Tower B Antel Seaview  
 Brgy. 76, Pasay City 1300

Dear Ms. Tan,

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

Contract Name	: <b>Ninety-Seven (97) Pieces Promotional Material: Desk clock</b>
Purchase Request No.	: <b>INNOVATE-24-03-18783</b>
Purchase / Work Order No.	: <b>24-03-050</b>
Total Contract Price	: <b>₱164,900.00</b>
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: <b>One Hundred Sixty-Four Thousand Nine Hundred Pesos</b>

Upon issuance of this Notice, your company, **TANJER ENTERPRISES** 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 Benjamin R. Lara

DATE OF ISSUANCE:

**APR 01 2024**

RECEIVED BY:

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

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

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