



ASTI-FM 03-17
 REV 2 / 31 January 2020

PURCHASE ORDER

Supplier:	RJ BALINGBING WATER REFILLING STATION	Ramon	23-04-040
Address:	No. 517 Katarungan St., Brgy. Commonwealth, Quezon City	PO Date:	April 3, 2023
TIN:	246-944-857-000	Mode of Procurement:	NP: Shopping (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	Lot	<p>Drinking Water</p> <p>1. OBJECTIVE</p> <p>1.1. DOST-ASTI is looking for a qualified and competent bidder for the Supply and Delivery of Two 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 - DOST-ASTI Bldg., UP Technopark Complex, C.P. Garcia Avenue, UP Campus, Diliman, Quezon City 1101; and</p> <p>2.1.2. National Engineering Center (NEC) (DOST-ASTI Extension Office) - Rooms 405-406 and 409, 4/F Juinio Hall cor. Agoncillo St. and Osmena Ave., University of the Philippines, Diliman, Quezon City 1101.</p> <p>3. CONTRACT DURATION</p> <p>3.1. The contract period shall be from April 2023 to 31 December 2023.</p> <p>4. SCOPE OF SERVICES</p> <p>4.1. Supply and delivery of at least two thousand (2,000) units of five-gallon container with purified drinking water.</p> <p>4.2. Free use of clean containers.</p> <p>4.3. Weekly delivery of at least forty (40) containers or depending on the needs of DOST-ASTI on its weekly consumption.</p> <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>4.5. Price inclusive of taxes and other charges.</p>	1	P70,000.00	P70,000.00

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;
 Fax No. : +632 8426-9764

	<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 in 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 DOH-accredited water testing laboratory and/or shall have a Sanitary Permit/Certificate of Potability.</p> <p>5.4. The supplier's main/satellite office must be within Quezon City, Metro Manila in order 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 the representative/s of the supplier to perform its duties and responsibilities under the contract.</p> <p>6.2. The authorized representative of DOST-ASTI shall accompany the supplier's authorized representative to deliver the required number of containers per floor and/or during maintenance and repair of the water dispenser.</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 the end-user.</p> <p>7.2. Payment to service provider shall be made on a monthly basis upon acceptance of DOST-ASTI, 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. None-compliance with the terms and conditions shall result in liquidated damages in the amount of at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the Procuring Entity may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.</p> <p><i>(Please see attached quotation.)</i></p>		
		TOTAL:	₱70,000.00
(Total Amount in Words)	Seventy 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,




FRANZ A. DE LEON, Ph.D. 636 Director, DOST-ASTI

Director, DOST-ASTI

(Signature over Printed Name of Supplier)

(Date)

Fund Cluster:	<u>01</u>	ORS / BURS No.:	<u>011011012023-04-000199</u>
		ORS / BURS Date:	<u>April 4, 2023</u>
Funds Available:	<u>PHP 70,000.00</u>	Amount:	<u>₱ 70,000.00</u>
 GAY CONCEPCION S. BUGAGAO Accountant III			



03 April 2023

NOTICE TO PROCEED
 ALTERNATIVE MODE OF PROCUREMENT

Ms. ANGELA CAIBIGAN
 Marketing Officer
RJ BALINGBING WATER REFILLING STATION
 No. 517 Katarungan St.
 Brgy. Commonwealth, Quezon City

Dear Ms. Caibigan,

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

Contract Name	: <u>Supply and Delivery of One (1) Lot Drinking Water</u>
Purchase Request No.	: <u>GAA-23-02-16211</u>
Purchase / Work Order No.	: <u>23-04-040</u>
Total Contract Price	: <u>Php 70,000.00</u>
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: <u>Seventy Thousand Pesos</u>

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

DATE OF ISSUANCE:

April 5, 2023

RECEIVED BY:

 Signature over Printed Name

 Date and Time

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ASTI-FM 03-19
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