



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:	ZIONEYES GENERAL MERCHANDISE	PO No.:	HR Lite-24-04-003
Address:	40-B Miami St. Brgy. Silangan, Cubao, Quezon City	PO Date:	April 25, 2024
TIN:	241-143-052-000	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:

Place of Delivery:	ASTI Bldg., C.P. Garcia Ave., U.P. Technology Park Complex, U.P. Campus, Diliman, Quezon City 1101	Delivery Term:	Thirty (30) 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><b>Supply and Delivery of various promotional materials</b>            Supply and Delivery of various promotional materials</p> <p>1. GENERAL OVERVIEW            1.1. The Advanced Science and Technology Institute (ASTI) is seeking qualified and competent bidders for the supply and delivery of various promotional materials to be used during technology demonstrations, validation activities, information and communication campaign with partners/stakeholders, etc. The promotional materials and their respective budget (per piece) are as follows:            1.1.1 Polo Shirt – P419.00 per piece (P125,700.00)            1.1.2 Notebook – P186.00 per piece (P55,800.00)            1.1.3 Totebag – P145.00 per piece (P43,500.00)            1.2. The Approved Budget for the Contract is inclusive of all applicable government taxes and services charges.</p> <p>2. SPECIFICATIONS            2.1. Polo Shirt            2.1.1. Quantity: Three Hundred (300) Pcs            2.1.2. Color: Dark blue            2.1.3. Design to be provided by ASTI            2.1.3.1. Minimum of three (3) logos embroidered at the back of the polo shirt (trademarks of ASTI and TAPI) and one (1) HR Lite embroidered in front.            2.1.4. Sizes:            2.1.4.1. Thirty (30) Pcs - Small, 100 pcs Medium            2.1.4.2. One Hundred (100) Pcs – Large            2.1.4.3. Thirty (30) Pcs - XL            2.1.4.4. Twenty (20) Pcs - XXL            2.1.4.5. Twenty (20) Pcs - 3XL            2.1.5. Quality of Cloth:            2.1.5.1. Welt collar and cuffs</p>	1	P225,000.00	P225,000.00

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



- 2.1.5.2. Clean-finished placket with two (2) wood-tone buttons
- 2.1.5.3. Four (4) threads seams & taped neck
- 2.1.5.4. Double-needle shoulder stitches and side slits
- 2.1.5.6. Double-needle bottom hem
- 2.1.5.7. 6,5 oz. super combed CVC Cotton Lacoste fabric
- 2.1.6. Sampling requirements:
  - 2.1.6.1. The winning bidder must submit one (1) customized sample polo shirt, which is included in their cost estimate.
  - 2.1.6.2. Sample polo shirt must be submitted within seven (7) calendar days upon issuance of Notice to Proceed (NTP).
  - 2.1.6.3. Maximum number of revisions: Three (3)

2.2. Notebook

- 2.2.1. Quantity: Three Hundred (300) Pcs
- 2.2.2. Color: Black (Preferred)
- 2.2.3. Design to be provided by ASTI with logos
- 2.2.4. Hardbound cover preferably leather with garter
- 2.2.5. With glossy or embossed printing
- 2.2.6. Dimension: 8.27 inches x 5.71 inches

2.3. Totebag

- 2.3.1. Quantity: Three Hundred (300) Pcs
- 2.3.2. Color: White, beige or off-white
- 2.3.3. Design to be provided by ASTI with logos
- 2.3.4. Dimension: At least 10 inches by 8 inches
- 2.3.5. Material: Canvass

3. OTHER CONDITIONS

- 3.1. Use of the 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.
- 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.

4. WARRANTY

- 4.1. The supplier warrants that the items are free from defects, as well as shipping/delivery issues.
- 4.2. Defective/Incorrect items shall be replaced.

4. PAYMENT AND DELIVERY TERMS

- 4.1. Supplier/External Provider must submit breakdown of price quotations for each item following the corresponding budget provided in Section 1.1.
- 4.2. Price must be inclusive of government taxes and other charges.
- 4.3. Delivery of goods shall be made within thirty (30) calendar days upon issuance of NTP.
- 4.4. Government terms, payment upon complete delivery.

(Please see attached quotation.)

**TOTAL:**

**₱225,000.00**

(Total Amount in Words)	Two Hundred Twenty-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. *B. De Leon*  
Director, DOST-ASTI

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

Fund Cluster: <u>07</u>	ORS / BURS No.: <u>073086012024-04-000123</u>
Funds Available: <u>PHP 225,000.00</u>	ORS / BURS Date: <u>APRIL 26, 2024</u>
	Amount: <u>₱ 225,000.00</u>
 <b>GAY CONCEPCION S. BUGAGAO</b> Accountant III	





25 April 2024

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

**Mr. APRIL JOHN P. VILLAS**  
 Proprietor  
**ZIONEYES GENERAL MERCHANDISE**  
 40-B Miami St. Brgy. Silangan  
 Cubao, Quezon City

Dear Mr. Villas,

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

Contract Name	: <b>One (1) Lot Supply and Delivery of various promotional materials</b>
Purchase Request No.	: <b>HR Lite-24-03-18899</b>
Purchase / Work Order No.	: <b>HR Lite-24-04-003</b>
Total Contract Price	: <b>P225,000.00</b>
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: <b>Two Hundred Twenty-Five Thousand Pesos</b>

Upon issuance of this Notice, your company, **ZIONEYES GENERAL MERCHANDISE** 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:

30 APR 2024

RECEIVED BY:

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

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