



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:	STARBRIGHT OFFICE DEPOT, INC.	PO No.:	ALAM-24-04-009
Address:	V. Mapa St., Brgy. 12-B, Davao City 8000	PO Date:	April 26, 2024
TIN:	005-978-639-002	Mode of Procurement:	Shopping (b)

Gentleman:

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

Place of Delivery:	077 Suite, Pryce Tower, Bajada, Davao City	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	Ream	<b>PAPER, MULTI-PURPOSE, A4</b> 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 Common-use Supplies to be used in the daily operations of the agency. 1.2. The Approved Budget for the Contract (ABC) includes all applicable government taxes and services charges.  2.TECHNICAL SPECIFICATIONS 2.1. Basis Weight: 70gsm (min.) 2.2. Size: A4, 210mm x 297mm (±2mm in either direction) 2.3 Sheet Count (min.): 500 sheets per ream 2.4. Color white 2.5. Intended application: For laser printer, standard office copier, etc. 2.6. Compatible with inkjet, laser printers, copiers and fax machines, etc. 2.7. Any wrapping paper and carton box (outer box) packaging shall be 100% recycled fiber.  3. DELIVERY 3.1. Delivery shall be made by the Supplier within thirty (30) days upon issuance of Notice to Proceed. 3.2. Full payment will only be processed once items are completely delivered, inspected, and accepted by the end-user.  (Please see attached quotation.)	50	₱167.00	₱8,350.00
2	Ream	<b>PAPER, MULTI-PURPOSE, 70gsm (min.), LEGAL</b> 1.GENERAL OVERVIEW 1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various	50	₱191.00	₱9,550.00

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>Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The ABC includes all applicable government taxes and services charges.</p> <p><b>2. TECHNICAL SPECIFICATIONS</b></p> <p>2.1 Basis Weight: 70gsm (min.)</p> <p>2.2 Size: Legal, 8.5 x 13 inches / 216mm x 330 mm (±2mm in either direction)</p> <p>2.3 Sheet Count (min.): 500 sheets per ream</p> <p>2.4 Color white</p> <p>2.5 Intended application: For laser printer, standard office copier, etc.</p> <p>2.6 Compatible with inkjet, laser printers, copiers, and fax machines, etc.</p> <p>2.7 Any wrapping paper and carton box (outer box) packaging shall be 100% recycled fiber.</p> <p><b>3. DELIVERY</b></p> <p>3.1. Delivery shall be made by the Supplier within thirty (30) days upon signing the Purchase Order.</p> <p>3.2. Full payment will only be processed once items are completely delivered, inspected, and accepted by the end-user.</p> <p>(Please see attached quotation.)</p>			
3	Pack	<p><b>CLIP, BACKFOLD, 25MM, PER BOX</b></p> <p><b>1. GENERAL OVERVIEW</b></p> <p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The ABC includes all applicable government taxes and services charges.</p> <p><b>2. TECHNICAL SPECIFICATIONS</b></p> <p>2.1 Dimension:</p> <p>2.1.1. Product material – all metal / steel</p> <p>2.1.2. Clamping length – 25mm (-1mm)</p> <p>2.1.3. Clamping depth (min.): 13mm</p> <p>2.1.4. Thickness of metal (min.): 0.20mm</p> <p>2.1.5. Diameter of Clip Handles(min.): 1.20mm</p> <p>2.1.6. Binding capacity at least 9.5mm</p> <p>2.1.7. Color black</p> <p>2.1.8. 12pcs per box/pack</p> <p>2.1.9. The metal edges shall not be sharp, no irregular edges and shall not show initial sign of corrosion. The arm shall be easy to squeeze open. The backfold clip can clamp the sheets of papers according to its capacity.</p> <p><b>3. DELIVERY</b></p> <p>3.1. Delivery shall be made by the Supplier within thirty (30) days upon signing the Purchase Order.</p> <p>3.2. Full payment will only be processed once items are completely delivered, inspected, and accepted by the end-user.</p> <p>(Please see attached quotation.)</p>	20	P18.00	P360.00
4	Pack	<p><b>ENVELOPE, Mailing</b></p> <p><b>1. GENERAL OVERVIEW</b></p> <p>1.1. The Advanced Science and Technology Institute (ASTI) is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The ABC includes all applicable government taxes and services charges.</p> <p><b>2. TECHNICAL SPECIFICATIONS</b></p>	1	P568.00	P568.00

		<p>2.1 Dimension:  2.1.1. White paper envelope  2.1.2. For Legal size documents  2.1.3. Dimension Width – 105mm (-3mm) x Length – 241mm (-3mm)  2.1.4. Basis weight 70 gsm  2.1.5. Front seal adhesive  2.1.6. 500 pcs per pack</p> <p>3. DELIVERY  3.1. Delivery shall be made by the Supplier within thirty (30) days upon signing the Purchase Order.  3.2. Full payment will only be processed once items are completely delivered, inspected, and accepted by the end-user.</p> <p>(Please see attached quotation.)</p>			
5	Box	<p><b>PAPER CLIP, VINYL/PLASTIC COATED, 33mm, box</b>  1.GENERAL OVERVIEW  1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.  1.2. The ABC includes all applicable government taxes and services charges.</p> <p>2.TECHNICAL SPECIFICATIONS  2.1 Dimension:  2.1.1. Wire Diameter (min.): 0.80mm  2.1.2. Length of Clip (min.): 33mm  2.1.3. Total length of wire used (min.): 102mm  2.1.4. Assorted colors  2.1.5. One hundred (100) pcs per box or 52 grams (min) (net box)  2.1.6. 100pcs/box</p> <p>3. DELIVERY  3.1. Delivery shall be made by the Supplier within thirty (30) days upon signing the Purchase Order.  3.2. Full payment will only be processed once items are completely delivered, inspected, and accepted by the end-user.</p> <p>(Please see attached quotation.)</p>	20	P11.50	P230.00
6	Piece	<p><b>STAPLE REMOVER, PLIER TYPE</b>  1.GENERAL OVERVIEW  1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.  1.2. The ABC includes all applicable government taxes and services charges.</p> <p>2.TECHNICAL SPECIFICATIONS  2.1 Dimension:  2.1.1. Type: Plier  2.1.2. Material: Metal  2.1.3. Weight: 0.06 kg  2.1.4. Dimensions 12 × 2 × 6 cm  Performance Test: The wedge-shaped blade shall slide under No. 35 staple wire easily. Shall be able to remove No. 35 staple wire from 10 to 20 sheets of 70gsm Multi-Purpose material without tearing the paper.  2.1.5. Durability Test: When dropped four (4) times from a standard table height of 70cm, the staple remover shall maintain proper alignment of parts and show no sign of damage that may affect its</p>	10	P55.00	P550.00

		<p>usability.</p> <p><b>3. DELIVERY</b>  3.1. Delivery shall be made by the Supplier within thirty (30) days upon signing the Purchase Order.  3.2. Full payment will only be processed once items are completely delivered, inspected, and accepted by the end-user.</p> <p>(Please see attached quotation.)</p>			
7	Piece	<p><b>TAPE, PACKAGING, 48mm</b>  <b>1.GENERAL OVERVIEW</b>  1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.  1.2. The ABC includes all applicable government taxes and services charges.</p> <p><b>2.TECHNICAL SPECIFICATIONS</b>  2.1 Dimension:  2.1.1. Width: 48mm (±1mm)  2.1.2. Usable length (min.) 50meters  2.1.3. Base material : Biaxially-oriented Polypropylene  2.1.4. Adhesion strength (min.) 6N/24mm  2.1.5. Breaking strength (min.) 14N/24mm  2.1.6. Color Tan/ Brown</p> <p><b>3. DELIVERY</b>  3.1. Delivery shall be made by the Supplier within thirty (30) days upon signing the Purchase Order.  3.2. Full payment will only be processed once items are completely delivered, inspected, and accepted by the end-user.</p> <p>(Please see attached quotation.)</p>	50	P25.00	P1,250.00
8	Piece	<p><b>TAPE, TRANSPARENT, 48mm</b>  <b>1.GENERAL OVERVIEW</b>  1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.  1.2. The ABC includes all applicable government taxes and services charges.</p> <p><b>2.TECHNICAL SPECIFICATIONS</b>  2.1 Dimension:  2.1.1. Width: 48mm (±1mm)  2.1.2. Usable length (min.) 50meters  2.1.3. Base material : Biaxially-oriented Polypropylene  2.1.4. Adhesion strength (min.) 6N/24mm  2.1.5. Breaking strength (min.) 14N/24mm  2.1.6. Thickness 0.054mm  2.1.7. Color Transparent</p> <p><b>3. DELIVERY</b>  3.1. Delivery shall be made by the Supplier within thirty (30) days upon signing the Purchase Order.  3.2. Full payment will only be processed once items are completely delivered, inspected, and accepted by the end-user.</p> <p>(Please see attached quotation.)</p>	50	P25.00	P1,250.00

9	<b>Piece</b> <b>TWINE, PLASTIC</b> <b>1.GENERAL OVERVIEW</b> 1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency. 1.2. The ABC includes all applicable government taxes and services charges.  <b>2.TECHNICAL SPECIFICATIONS</b> 2.1 Dimension: 2.1.1. Weight per roll(min.): 1kg 2.1.2. Length: 483m 2.1.3. Thickness:0.14mm 2.1.4. Breaking Strength(min.): 25kg 2.1.5. Color: Grey/Black/or any dark color 2.1.6. Heavy-duty Suitable for packing big boxes and multiple items.  <b>3. DELIVERY</b> 3.1. Delivery shall be made by the Supplier within thirty (30) days upon signing the Purchase Order. 3.2. Full payment will only be processed once items are completely delivered, inspected, and accepted by the end-user.  (Please see attached quotation.)	10	P75.00	P750.00
			<b>TOTAL:</b>	<b>P22,858.00</b>
<b>(Total Amount in Words)</b>			<b>Twenty-Two Thousand Eight Hundred Fifty-Eight 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,

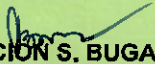
\_\_\_\_\_  
(Signature over Printed Name of Supplier)

  
**FRANZ A. DE LEON, Ph.D.**

Director, DOST-ASTI

Digitally signed  
by Bayani  
Benjamin R.  
Lara

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

<b>Fund Cluster:</b>	07	ORS / BURS No.: 07308602024-04-000128
<b>Funds Available:</b>	Php 22,858.00	ORS / BURS Date: APRIL 30, 2024
		Amount: ₱ 22,858.00
 <b>GAY CONCEPCION S. BUGAGAO</b> Accountant III		



26 April 2024

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

**Ms. CHERRYLYN D. MANGIN**  
 Authorized Representative  
**STARBRIGHT OFFICE DEPOT, INC.**  
 V. Mapa St., Brgy. 12-B  
 Davao City 8000

Dear Ms. Mangin,

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

Contract Name	:	<b>Supply and Delivery of Fifty (50) Reams PAPER, MULTI-PURPOSE, A4 and Other Items</b>
Purchase Request No.	:	<b>ALAM-24-03-18945</b>
Purchase / Work Order No.	:	<b>ALAM-24-04-009</b>
Total Contract Price	:	<b>P22,858.00</b>
(inclusive of taxes, import duties and all other charges or fees)		
Total Contract Price in Words	:	<b>Twenty-Two Thousand Eight Hundred Fifty-Eight Pesos</b>

Upon issuance of this Notice, your company, **STARBRIGHT OFFICE DEPOT, INC.** 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: Franz A. De Leon  
 DN: cn=Franz A. De Leon, o=ASTI, ou=ASTI, email=franz@asti.dost.gov.ph

DATE OF ISSUANCE:

**06 MAY 2024**

RECEIVED BY:

Signature over Printed Name

Date and Time