



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

<b>Supplier:</b>	<b>SAPALO VELEZ BUNDANG &amp; BULILAN LAW OFFICES</b>	<b>PO No.:</b>	<b>SIMULA-24-05-002</b>
<b>Address:</b>	<b>11/F Security Bank Centre, 6776 Ayala Ave., Makati City 1226</b>	<b>PO Date:</b>	<b>May 06, 2024</b>
<b>TIN:</b>	<b>249-401-024-000</b>	<b>Mode of Procurement:</b>	<b>NP-53.6 Scientific Scholarly Artistic Work Exclusive Technology and Media Services</b>

Gentleman:

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

<b>Place of Delivery:</b>	<b>ASTI Bldg., C.P. Garcia Ave., U.P. Technology Park Complex, U.P. Campus, Diliman, Quezon City 1101</b>	<b>Delivery Term:</b>	<b>On or before 14 June 2024</b>
<b>Date of Delivery:</b>	_____	<b>Payment Term:</b>	<b>Government Terms</b>
		<b>Warranty Term:</b>	_____

Stock / Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	Lot	<p><b>IP AND TECHNICAL RESEARCH SERVICES FOR PATENT STRATEGY AND PRELIMINARY COMMERCIALIZATION/TECHNOLOGY TRANSFER OF FOUR (4) TECHNOLOGIES - Patent IP Filing inclusive of Prior Art search, Patent Report Drafting, and Patent/UM Prosecution until granted (issuance of certificate)</b></p> <p>1. BACKGROUND AND OBJECTIVES                      1.1. DOST-ASTI is seeking IP and Technical Research Service for the Patent and IP Filing of DOST-ASTI technologies for commercialization.                      1.2. The service provider must conduct a comprehensive prior art search, draft claims, file, and prosecute a patent/UM for four (4) technologies.                      1.3. The Approved Budget for the Contract (ABC) is inclusive of all applicable government taxes and service charges.</p> <p>2. TECHNICAL SPECIFICATIONS                      2.1. Comprehensive PAS                      2.1.1. PAS report to be generated shall include the following:                      2.1.1.1. Published pending and valid granted local and foreign patent, utility model applications and industrial design applications of similar and closely related or counterpart technologies.                      2.1.1.2. Search pool in a table form including:                      2.1.1.2.1. Keywords used;                      2.1.1.2.2. Number of Hits;                      2.1.1.2.3. Number of documents considered; and                      2.1.1.2.4. Number of relevant document/s.                      2.1.2. PAS report will be prepared wherein the search will be based on the relevant technical features of the technology, and;                      2.1.3. PAS recommendation on the technology for IP protection.                      2.1.4. Submit PAS report within thirty (30) working</p>	1	P324,000.00	P324,000.00

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>days from the said date of receipt of complete and updated data/disclosures as evidenced by an e-mail or any form of communications sent by DOST-ASTI Technology Licensing Office (TLO) to the contractor, and such disclosure was acknowledged as complete by the contractor.</p> <p>2.2. Patent/UM Drafting and Filing – Non-Chemical</p> <p>2.2.1. Drafting and filing to IPOPHIL of technology for patent/utility model application – Non-Chemical</p> <p>2.2.2. Submit patent / utility model application within sixty (60) working days from the date of receipt of complete data and disclosures for the technology as evidenced by an email or any form of communication sent by DOST-ASTI TLO to the contractor, and such disclosure was acknowledged as complete by the contractor.</p> <p>2.2.3. In case technology to be filed for patent protection (or UM) cannot be pursued, DOST-ASTI TLO may submit a new disclosure of another technology for IP filing</p> <p>2.3. Patent Prosecution</p> <p>2.3.1. Prosecution until grant of Patent / Utility Model Certificate of Registration of four (4) technologies.</p> <p>2.3.2. Submission of IPOPHIL Certificate of Patent / Utility Model Registration to DOST-ASTI.</p> <p>2.3.3. Timely communication on the progress / updates on patent filed until grant of Letters to Patent / UM certificate.</p> <p>2.4. Non-acknowledgment of DOST-ASTI TLO's e-mail in seven (7) calendar days would deem the disclosed data as complete.</p> <p>2.5. Inclusive of communications and other related expenses</p> <p>2.6. Inclusive of professional fees, administrative fees, taxes other services, government charges, and other applicable filing fees until issuance of letters of patent / UM certificate.</p> <p>2.7. Inclusive of a conclusive report of all outputs, and presentation to the DOST-ASTI management.</p> <p>3. DELIVERY AND PAYMENT TERMS</p> <p>3.1. Delivery of the service shall start not later than ten (10) calendar days upon issuance of Notice to Proceed (NTP). The engagement of the service provider shall be until 14 June 2024.</p> <p>3.2. Acknowledgment Receipt from IPOPHIL, with complete accompanying/supporting documents, must be submitted to DOST-ASTI.</p> <p>3.3. Payment shall be made only upon certification/acceptance/by the end-user that the services are delivered in accordance with the terms of this Contract and are duly inspected and accepted. No payment shall be made for services not yet delivered under this Contract.</p> <p>(Please see attached quotation.)</p>			
2	Lot	<p><b>IP AND TECHNICAL RESEARCH SERVICES FOR PATENT STRATEGY AND PRELIMINARY COMMERCIALIZATION/TECHNOLOGY TRANSFER OF FOUR (4) TECHNOLOGIES -</b></p> <p>1. BACKGROUND AND OBJECTIVES</p> <p>1.1. DOST-ASTI is seeking IP and Technical Research Service for the FTO report of DOST-ASTI technologies.</p> <p>1.2. The service provider must submit a complete FTO Report for four (4) technologies.</p> <p>1.3. The ABC is inclusive of all applicable government taxes and service charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p>	1	₱152,000.00	₱152,000.00

2.1. FTO should be drafted in accordance with the acceptable standards that analyzes the risk of potential infringement, comprising but not limited to the following:

2.2. Comprehensive FTO search of similar, equivalent or closely related technology/system using databases such as IPOPHL, Espacenet and Patentscope as minimum, with the following scope:

2.2.1. Published pending Philippine patent, utility model applications and industrial design applications of similar and closely related or counterpart technologies.

2.2.2. Valid Philippine granted patents, utility model applications and industrial design registrations if applicable; and

2.2.3. Valid foreign patent applications or registrations that may enter the Philippines through the Patent Cooperation Treaty.

2.2.4. Search pool in the table containing the following information:

2.2.4.1. Keywords used;

2.2.4.2. Number of hits;

2.2.4.3. Number of documents considered; and

2.2.4.4. Number of relevant document/s.

2.3. FTO report will be prepared on a technology basis, which may have at least one (1) IP protection, wherein the search will be based on the relevant technical features of the technology using the above-mentioned prior art search tools.

2.4. FTO analysis, opinion and recommendation on the technology being rolled out for commercialization (e.g., licensing purposes or spin-off purposes).

2.5. Submit FTO report within sixty (60) working days from the date of receipt of complete and updated data/disclosures for the technology as evidenced by an email or any form of communication sent by DOST-ASTI TLO to the contractor, and such disclosure was acknowledged as complete by contractor/firm.

2.6. Non-acknowledgement of DOST-ASTI TLO's email in seven calendar days would deem the disclosed data as complete.

2.7. Inclusive communications and other related FTO services expenses.

2.8. Inclusive of administrative fees, taxes and other services, and government charges.

2.9. Inclusive of conclusive report of all outputs, and presentation to the DOST-ASTI Management.

**3. DELIVERY AND PAYMENT TERMS**

3.1. Delivery of the service shall start not later than ten (10) calendar days upon issuance of NTP. The engagement of the service provider shall be until 14 June 2024.

3.2. Payment shall be made only upon certification/acceptance/by the end-user that the services are delivered in accordance with the terms of this Contract and are duly inspected and accepted. No payment shall be made for services not yet delivered under this Contract.

(Please see attached quotation.)

**TOTAL:**

**₱476,000.00**

**(Total Amount in Words)**

**Four Hundred Seventy-Six 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)

<b>Fund Cluster:</b>	<u>07</u>	<b>ORS / BURS No.:</b>	<u>073080012029-05-00042</u>
		<b>ORS / BURS Date:</b>	<u>MAY 07, 2024</u>
<b>Funds Available:</b>	<u>Php 476,000.00</u>	<b>Amount:</b>	<u>₱ 476,000.00</u>
  <b>GAY CONCEPCION S. BUGAGAO</b> _____ Accountant III			



06 May 2024

**NOTICE TO PROCEED**  
 ALTERNATIVE MODE OF PROCUREMENT

**Ms. FARAH MAE GAGUI**  
 Head Patent Paralegal  
**SAPALO VELEZ BUNDANG & BULILAN LAW OFFICES**  
 11/F Security Bank Centre  
 6776 Ayala Ave., Makati City 1226

Dear Ms. Gagui,

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

	<b>Supply and Delivery of One (1) Lot IP and Technical Research Services for Patent Strategy and Preliminary Commercialization/Technology Transfer of Four (4) Technologies -Patent IP Filing Inclusive of Prior Art Search, Patent Report Drafting, and Patent/UM Prosecution until Granted (Issuance of Certificate) and One (1) Lot IP and Technical Research Services for Patent Strategy and Preliminary Commercialization/Technology Transfer of Four (4) Technologies</b>
Contract Name :	<b>Report Drafting, and Patent/UM Prosecution until Granted (Issuance of Certificate) and One (1) Lot IP and Technical Research Services for Patent Strategy and Preliminary Commercialization/Technology Transfer of Four (4) Technologies</b>
Purchase Request No. :	<b>SIMULA-24-03-18832</b>
Purchase / Work Order No. :	<b>SIMULA-24-05-002</b>
Total Contract Price :	<b>₱476,000.00</b>
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words :	<b>Four Hundred Seventy-Six Thousand Pesos</b>

Upon issuance of this Notice, your company, **SAPALO VELEZ BUNDANG & BULILAN LAW OFFICES** 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 Bayani Benjamin R. Lara

DATE OF ISSUANCE:

**MAY 08 2024**

RECEIVED BY:

Signature over Printed Name

Date and Time