



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:	ZAB ENTERPRISES, INC.	PO No.:	24-05-090
Address:	2151 Sobriedad St. Cor. Blumentritt Extn., Zone 053 Brgy. 536, Sampaloc, Manila 1008	PO Date:	May 13, 2024
TIN:	009-294-989-000	Mode of Procurement:	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:	Fifteen (15) 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	Piece	SIGN PEN, Extra fine tip, blue 1. GENERAL OVERVIEW 1.1. The DOST-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 2. TECHNICAL SPECIFICATIONS 2.1. Ink Color: Blue 2.2. Type: Liquid or gel 2.3. Tip: 0.5mm, needle type 2.4. With non-slip rubber grip 2.5. With metal clip 2.6. One (1) piece barrel (non-refillable) 2.7. Writing Length: One (1) km (min) 3. DELIVERY 3.1. Delivery shall be made by the Supplier within 15 calendar days upon issuance of NTP (Please see attached quotation.)	150	P16.00	P2,400.00
2	Piece	SIGN PEN, Extra fine tip, red 1.1. The DOST-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 2. TECHNICAL SPECIFICATIONS 2.1. Ink Color: Red 2.2. Type: Liquid or gel 2.3. Tip: 0.5mm, needle type 2.4. With non-slip rubber grip 2.5. With metal clip 2.6. One (1) piece barrel (non-refillable) 2.7. Writing Length: One (1) km (min)	15	P16.00	P240.00

office supplies

office supplies

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>3. DELIVERY 3.1. Delivery shall be made by the Supplier within 15 calendar days upon issuance of NTP</p> <p>(Please see attached quotation.)</p>			
3	Bottle	<p>INK, for stamp pad</p> <p>1. GENERAL OVERVIEW 1.1. The DOST-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. Volume (min): 50ml 2.2. with applicator 2.3. Shall conform with the required performance tests: 2.3.1. Dry Time 2.3.2. Stability Test 2.3.3. Resistance to water 2.3.4. Effect on rubber stamo 2.3.5. Corrosion of stamp-pad container 2.4. Color: Purple or Violet</p> <p>3. DELIVERY 3.1. Delivery shall be made by the Supplier within 15 calendar days upon issuance of NTP</p> <p>(Please see attached quotation.)</p>	5	P18.25	P91.25 <i>office supplies</i>
4	Piece	<p>STAMP PAD, felt</p> <p>1. GENERAL OVERVIEW 1.1. The DOST-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. Made of metal, plastic or combination of plastic and metal 2.2. Metallic material ball be resistant to rust under normal usage 2.2.1. Thickness of Metal: 0.20mm (min.) 2.3. Stamp bed shall be composed of an absorbent material, pre-inked 2.4. Absorbent material to be used is felt or its equivalent 2.4.1. Thickness of Felt: 5mm (min.) 2.5. Stamp Bed Size: 2.5.1. Width: 60mm (min.) 2.5.2. Length: 100mm (min.) 2.6. Shall conform with the performance requirements for stamp pad felt 2.6.1. Blotting Resistance: The ink shall be uniform and the blotting shall not be significant 2.6.2. Transcription Resistance: The trace of transcription shall not be significant 2.6.3. Impact Resistance: The fit of each part shall be free from abnormalities 2.7. Plastic material/component shall be resistant to impact and ink 2.8. Brand shall be engraved/ embossed/ printed on the item</p> <p>3. DELIVERY 3.1. Delivery shall be made by the Supplier within 15 calendar days upon issuance of NTP</p> <p>(Please see attached quotation.)</p>	5	P38.00	P190.00 <i>office supplies</i>

5	Ream	<p>PAPER, MULTICOPY A4</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The DOST-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>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Basis Weight: 80gsm (-3%)</p> <p>2.2. Size: A4, 210mm x 297mm (±2mm in either direction)</p> <p>2.3. Sheet Count (min.): 500 sheets per ream</p> <p>2.4. Trim sizes shall be along machine direction or long grain</p> <p>2.5. Intended application: For laser printer, standard office copier, etc.</p> <p>2.6. Paper shall be at least Elemental Chlorine Free (ECF)</p> <p>2.7. Any wrapping paper and carton box (outer box) packaging shall be 100% recycled fiber.</p> <p>3. DELIVERY</p> <p>3.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP</p> <p>(Please see attached quotation.)</p>	95	P215.00	P20,425.00 <i>office supplies</i>
6	Ream	<p>PAPER, MULTICOPY Legal</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The DOST-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>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Basis Weight: 80gsm (-3%)</p> <p>2.2. Size: Legal, 216mm x 330mm (±2mm in either direction)</p> <p>2.3. Sheet Count (min.): 500 sheets per ream</p> <p>2.4. Trim sizes shall be along machine direction or long grain</p> <p>2.5. Intended application: For laser printer, standard office copier, etc.</p> <p>2.6. Paper shall be at least Elemental Chlorine Free (ECF)</p> <p>2.7. Any wrapping paper and carton box (outer box) packaging shall be 100% recycled fiber.</p> <p>3. DELIVERY</p> <p>3.1. Delivery shall be made by the Supplier within 15 calendar days upon issuance of NTP</p> <p>(Please see attached quotation.)</p>	50	P236.00	P11,800.00 <i>office supplies</i>
7	Ream	<p>PAPER, MULTIPURPOSE A4</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The DOST-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>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Basis Weight: 70gsm (min.)</p> <p>2.2. Size: A4, 210mm x 297mm (±2mm in either direction)</p>	21	P185.00	P3,885.00 <i>office supplies</i>

		<p>2.3. Sheet Count (min.): 500 sheets per ream 2.4. Trim sizes shall be along machine direction or long grain 2.5. Intended application: For laser printer, standard office copier, etc. 2.6. Paper shall be at least Elemental Chlorine Free (ECF) 2.7. Any wrapping paper and carton box (outer box) packaging shall be 100% recycled fiber.</p> <p>3. DELIVERY 3.1. Delivery shall be made by the Supplier within 15 calendar days upon issuance of NTP</p> <p>(Please see attached quotation.)</p>			
8	Piece	<p>CAR AIR FRESHENER 1. GENERAL OVERVIEW 1.1. The DOST-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. High quality 2.2. Net content: 2.2 ml. 2.3. Easy to use 2.4. Lasts up to 45 days. 2.5. Small but powerful odor removal. 2.6. Provides consistent fragrance release. 2.7. Suitable for all car sizes. 2.8. Ergonomically-designed, lightweight and compact. 2.9. Fragrance: Sky Breeze or Lavander</p> <p>3. DELIVERY 3.1. Delivery shall be made by the Supplier within 15 calendar days upon issuance of NTP</p> <p>(Please see attached quotation.)</p>	35	P160.00	P5,600.00 <i>other supplies</i>
9	Pack	<p>SPECIAL BOARD PAPER 1. GENERAL OVERVIEW 1.1. The DOST-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. Size: A4 Vellum Board 2.2. Basis Weight: 220 gsm 2.3. Packaging: 10 sheets per pack 2.4. Color: white</p> <p>3. DELIVERY 3.1. Delivery shall be made by the Supplier within 15 calendar days upon issuance of NTP</p> <p>(Please see attached quotation.)</p>	20	P34.00	P680.00 <i>office supplies</i>
				TOTAL:	P45,311.25
(Total Amount in Words)			Forty-Five Thousand Three Hundred Eleven Pesos and Twenty-Five Centavos 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

Digitally signed
by Franz A.
DeLeon R. Lara

(Date)

Fund Cluster:	<u>01</u>	ORS / BURS No.:	<u>01101012024-05-000339</u>
Funds Available:	<u>Php 45,311.25</u>	ORS / BURS Date:	<u>MAY 19, 2024</u>
		Amount:	<u>₱ 45,311.25</u>
 GAY CONCEPCION S. BUGAGAO Accountant III			



13 May 2024

NOTICE TO PROCEED
ALTERNATIVE MODE OF PROCUREMENT

Ms. JESUSA GANADOS
 Sales Supervisor
ZAB ENTERPRISES, INC.
 2151 Sobriedad St. Cor. Blumentritt Extn.
 Zone 053 Brgy. 536, Sampaloc, Manila 1008

Dear Ms. Ganados,

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

	Contract Name	:	Supply and Delivery of One Hundred Fifty (150) Pieces SIGN PEN, Extra fine tip, blue and Other Items
	Purchase Request No.	:	GAA-24-04-19062
	Purchase / Work Order No.	:	24-05-090
	Total Contract Price	:	P45,311.25
<i>(inclusive of taxes, import duties and all other charges or fees)</i>			
	Total Contract Price in Words	:	Forty-Five Thousand Three Hundred Eleven Pesos and Twenty-Five Centavos

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

DATE OF ISSUANCE:

15 MAY 2024

RECEIVED BY:

 Signature over Printed Name

 Date and Time