



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:	HALDEN GENERAL MERCHANDISE	PO No.:	24-05-095
Address:	190 Blk 36 Welfareville Comp., Brgy. Addition Hills, Mandaluyong City	PO Date:	May 16, 2024
TIN:	211-082-113-000	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	Bottle	<b>ALCOHOL, Ethyl</b> 1. GENERAL OVERVIEW 1.1. The Department of Science and Technology (DOST) - 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. 68%- 72%, 500ml (-5ml) 1.2. FDA Approved  3. DELIVERY 3.1. Delivery shall be made by the Supplier within Fifteen (15) calendar days upon issuance of Notice to Proceed (NTP)  (Please see attached quotation.)	100	P90.00	P9,000.00
2	Bottle	<b>HAND SOAP, LIQUID</b> 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. Scented 2.2. Form: Liquid 2.3. Minimum of 80% kill Bactericidal/Germicidal Property against Staphylococcus Aureus 2.4. Volume: 500ml (net content) 2.5. Bottle: Pump dispenser plastic, individually shrink wrapped	9	P105.00	P945.00

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>2.5.6. With Consumer Product Safety Commission approved or FDA certificate of product registration/notification</p> <p>2.7. PACKAGING: Standard packaging of the manufacturer</p> <p>2.8. With adequate instructions for proper uage and disposal</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>			
3	Piece	<p><b>BALLPEN</b></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. Color: Blue</p> <p>2.2. Pen Tip Size: 0.7mm</p> <p>2.3. Good for writing quality</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	P10.00	P500.00
			<b>TOTAL:</b>		<b>P10,445.00</b>
<b>(Total Amount in Words)</b>			<b>Ten Thousand Four Hundred Forty-Five Pesos Only</b>		


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>D1</u>	ORS / BURS No.:	<u>DND1012024-05-000355</u>
<b>Funds Available:</b>	<u>PHP 10,445.00</u>	ORS / BURS Date:	<u>MAY 17, 2024</u>
		Amount:	<u>₱ 10,445.00</u>
<p> <b>GAY CONCEPCION S. BUGAGAO</b> Accountant III</p>			



16 May 2024

**NOTICE TO PROCEED**  
 ALTERNATIVE MODE OF PROCUREMENT

**Ms. MARITES V. DONATO**  
 Proprietress  
**HALDEN GENERAL MERCHANDISE**  
 190 Blk 36 Welfareville Comp,  
 Brgy. Addition Hills, Mandaluyong City

Dear Ms. Donato,

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

Contract Name	: <b>Supply and Delivery of One Hundred (100) Bottles ALCOHOL, Ethyl and Other Items</b>
Purchase Request No.	: <b>GAA-24-04-19062</b>
Purchase / Work Order No.	: <b>24-05-095</b>
Total Contract Price	: <b>₱10,445.00</b>
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: <b>Ten Thousand Four Hundred Forty-Five Pesos</b>

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

DATE OF ISSUANCE:

May 21, 2024

RECEIVED BY:

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

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

Postal Address : ASTI Bldg., U.P. Technology Park Complex,  
 CP Garcia Ave., Diliman, Quezon City 1101  
 Website : [www.asti.dost.gov.ph](http://www.asti.dost.gov.ph)  
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 Fax No. : +632 8426-9764

ASTI-FM 03-19  
 REV 2 / 05 October 2023