



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>GDP TRADING</b>	<b>PO No.:</b>	<b>24-06-120</b>
<b>Address:</b>	<b>Nuñez St. Kaychanarianan, Basco, Batanes 3900</b>	<b>PO Date:</b>	<b>June 05, 2024</b>
<b>TIN:</b>	<b>150-214-534-00000</b>	<b>Mode of Procurement:</b>	<b>NP-53.9 Small Value Procurement</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>Thirty (30) calendar days upon issuance of NTP</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	Unit	<p><b>RECHARGEABLE ELECTRIC FAN</b></p> <p>1. GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders for the Supply and Delivery of Rechargeable Electric Fan to be used in the daily operations of the agency.</p> <p>1.2. The Approved Budget for the Contract (ABC) includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. 16" Rechargeable Oscillating Fan w/ 18W COB LED</p> <p>2.2. Power: 2W</p> <p>2.3. 6V 7AH Sealed Lead Acid Battery</p> <p>2.4. Charging Time (CT): 24hrs Fan</p> <p>2.5. Operation Time (OT): 3(H) 6hrs(L)</p> <p>2.6. 6500K Daylight</p> <p>2.7. LED Operation Time (OT): up to 50hrs</p> <p>2.8. 5V1A x2USB</p> <p>2.9. 230Vac 50/60Hz</p> <p>3. WARRANTY</p> <p>3.1. Supplier warrants the items against defects in manufacturing and shipping and delivery issues.</p> <p>3.2. Defective and incorrect items shall be replaced within seven (7) calendar days upon receipt of notice from the Property and Supply Section.</p> <p>3.3. Warranty period should be at least six (6) months.</p> <p>4. DELIVERY AND PAYMENT TERMS</p> <p>4.1. Delivery of the Goods shall be made by the Supplier within thirty (30) calendar days upon issuance of Notice to Proceed (NTP).</p> <p>4.2. Full payment will only be processed once the items are completely delivered inspected and accepted by the End-user.</p>	2	₱3,400.00	₱6,800.00 <i>office equipment</i>

Postal Address : ASTI Bldg., U.P. Technology Park Complex,  
 CP Garcia Avo., 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>4.3. No payment shall be made if items are not yet delivered under this contract.</p> <p>(Please see attached quotation.)</p>			
2	Unit	<p><b>ALCOHOL DISPENSER WALL TYPE</b></p> <p>1. GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders for the Supply and Delivery of Alcohol Dispenser Wall Type 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. Type: Automatic</p> <p>2.2. Material: At least ABS Plastic + Electric parts</p> <p>2.3. Color: White</p> <p>2.4. Capacity: 500-1000ml</p> <p>2.5. Size: approx. 12.5 x 11.1 x 26cm</p> <p>2.6. Must be battery operated of 4 pcs AA Battery as Power Supply</p> <p>2.7. Package includes of:</p> <p>2.7.1. Must have 1x auto alcohol/gel sanitizer dispenser</p> <p>2.7.2. Must have four (4) pcs/pack AA Battery</p> <p>3. WARRANTY</p> <p>3.1. Supplier warrants the items against defects in manufacturing and shipping and delivery issues.</p> <p>3.2. Defective and incorrect items shall be replaced within seven (7) calendar days upon receipt of notice from the Property and Supply Section.</p> <p>3.3. Warranty period should be at least six (6) months.</p> <p>4. DELIVERY AND PAYMENT TERMS</p> <p>4.1. Delivery of the Goods shall be made by the Supplier within thirty (30) calendar days upon issuance of NTP.</p> <p>4.2. Full payment will only be processed once the items are completely delivered inspected and accepted by the End-user.</p> <p>4.3. No payment shall be made if items are not yet delivered under this contract.</p> <p>(Please see attached quotation.)</p>	3	P980.00	<p><b>P2,940.00</b></p> <p><i>office equipment</i></p> <p><i>ans</i></p>
3	Unit	<p><b>ALCOHOL DISPENSER WITH STAND</b></p> <p>1. GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders for the Supply and Delivery of Alcohol Dispenser with Stand 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. Material: ABS Alloy with Stand</p> <p>2.2. Color: White</p> <p>2.3. Capacity: Approx. 500-1000 ml</p> <p>2.4. Sensor Distance: Approx. 8cm</p> <p>2.5. Dispenser Size: Approx. 14x14x29cm</p> <p>2.6. Height of Stand: Approx. 120cm</p> <p>2.7. Stand Material: Metal</p> <p>2.8. Must be battery operated of four (4) pcs AA battery as power supply</p> <p>2.9. Alcohol dispensers must possess the following functional features:</p> <p>2.9.1. For Alcohol/Gel Hand Sanitizer - When the infrared smart sensor detected the hand beneath</p>	12	P4,100.00	<p><b>P49,200.00</b></p> <p><i>office equipment</i></p> <p><i>ans</i></p>

the sprayer within around 3" (7.6cm), the spray automatically turned on, and auto-turned off after a certain dosage.

2.9.2. Visible Window - Semi-transparent window allows you easily see how much volume left.

2.9.3. Auto spray once when detecting hands beneath, super useful for public places.

2.9.4. Firm Stand but not too heavy, easy to install and remove.

2.9.5. Adjustable Height Stand - This allows you to install it for different public places.

2.9.6. Easy Installation - Simple structure makes DIY installation fast, the built-in screw holes on the stand allow you to fix the dispenser super easy.

2.10. Package includes of:

2.10.1. Must have 1x auto alcohol/gel sanitizer dispenser

2.10.2. Must have 1x dispenser stand

2.10.3. Must have four (4) pcs/pack AA Battery

### 3. WARRANTY

3.1. Supplier warrants the items against defects in manufacturing and shipping and delivery issues.

3.2. Defective and incorrect items shall be replaced within seven (7) calendar days upon receipt of notice from the Property and Supply Section.

3.3. Warranty period should be at least six (6) months.

### 4. DELIVERY AND PAYMENT TERMS

4.1. Delivery of the Goods shall be made by the Supplier within thirty (30) calendar days upon issuance of NTP.

4.2. Full payment will only be processed once the items are completely delivered inspected and accepted by the End-user.

4.3. No payment shall be made if items are not yet delivered under this contract.

(Please see attached quotation.)

**TOTAL:**

**₱58,940.00**

**(Total Amount in Words)**

**Fifty-Eight Thousand Nine Hundred Forty 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:

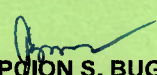
Very Truly Yours,

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

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

Director, DOST-ASTI

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

<b>Fund Cluster:</b>	<u>01</u>	<b>ORS / BURS No.:</b>	<u>0102102024-06-000091</u>
<b>Funds Available:</b>	<u>₱ 58,940.00</u>	<b>ORS / BURS Date:</b>	<u>JUNE 06, 2024</u>
		<b>Amount:</b>	<u>₱ 58,940.00</u>
 <b>GAY CONCEPCION S. BUGAGAO</b> Accountant III			



05 June 2024

**NOTICE TO PROCEED**  
 ALTERNATIVE MODE OF PROCUREMENT

**Ms. CARMEL DACLES**  
 Executive Assistant  
**GDP TRADING**  
 Nuñez St. Kaychanarianan  
 Basco, Batanes 3900

Dear Ms. Dacles,

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

Contract Name	:	<b>Supply and Delivery of Two (2) Units Rechargeable Electric Fan and Other Items</b>
Purchase Request No.	:	<b>GAA-24-04-19133</b>
Purchase / Work Order No.	:	<b>24-06-120</b>
Total Contract Price	:	<b>₱58,940.00</b>
(inclusive of taxes, import duties and all other charges or fees)		
Total Contract Price in Words	:	<b>Fifty-Eight Thousand Nine Hundred Forty Pesos</b>

Upon issuance of this Notice, your company, **GDP TRADING** 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:

**06 JUN 2024**

RECEIVED BY:

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

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