



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>JASSEN HARRIS INDUSTRIES CORP.</b>	<b>PO No.:</b>	<b>24-06-121</b>
<b>Address:</b>	<b>1063 Tomas Mapua St., Brgy. 329 Zone 33, Sta. Cruz, Manila</b>	<b>PO Date:</b>	<b>June 05, 2024</b>
<b>TIN:</b>	<b>009-248-102-000</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
<b>1</b>	<b>Lot</b>	<p><b>JUMBO ROLL TISSUE DISPENSER AND JUMBO ROLL TISSUE PAPER</b></p> <p><b>1. GENERAL OVERVIEW</b></p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders for the Supply and Delivery of Jumbo Roll Tissue Dispenser and Jumbo Roll Tissue Paper 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><b>2.1. JUMBO ROLL TISSUE DISPENSER</b></p> <p>2.1.1. Quantity: Six (6) units</p> <p>2.1.2. Material: Plastic</p> <p>2.1.3. Color: Black</p> <p>2.1.4. Dimension (LxWxH) (Approx.): 25cm x 13cm x 28cm</p> <p>2.1.5. Wall-mounted</p> <p>2.1.6. Storage Features: Waterproof, includes lid, locking</p> <p>2.1.7. Must fit 9-inch (minimum) single jumbo roll toilet paper</p> <p>2.1.8. Designed to provide ease of use with a serrated bottom for neat and easy tearing of tissue paper.</p> <p>2.1.9. Break-resistant plastic construction and lock guards against pilferage.</p> <p>2.1.10. Easily monitor tissue supply on dispenser through black transparent plastic.</p> <p>2.1.11. Designed to be wall mounted for space saving purpose.</p> <p>2.1.12. Sawtooth Design – Easy-to-cut tissue paper.</p> <p>2.1.13. Durable compact and space saver.</p> <p><b>2.2. JUMBO ROLL TISSUE PAPER</b></p> <p>2.2.1. Quantity: Two (2) boxes</p> <p>2.2.1. Made from 100% Virgin Pulp, 2-ply</p> <p>2.2.2. Size (Minimum): 24cm diameter across x 8.5cm wide</p>	<b>1</b>	<b>₱13,500.00</b>	<b>₱13,500.00</b>

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)

Email : [info@asti.dost.gov.ph](mailto:info@asti.dost.gov.ph)

Tel No. : +632 8249-8500  
+632 8426-9755.




	<p>2.2.3. Inclusion: Twelve (12) rolls/box  2.2.4. Shelf life: Three (3) years  2.2.5. Anti-clogging, water soluble and flushable</p> <p>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.</p> <p>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.</p> <p>(Please see attached quotation.)</p>			
			<b>TOTAL:</b>	<b>₱13,500.00</b>
<b>(Total Amount in Words)</b>			<b>Thirteen Thousand Five Hundred 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

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

<b>Fund Cluster:</b>	01	ORS / BURS No.: 01102101-2024-06-000092
<b>Funds Available:</b>	₱ 13,500.00	ORS / BURS Date: JUNE 06, 2024
		Amount: ₱ 13,500.00
<p>  <b>GAY CONCEPCION S. BUGAGAO</b>  Accountant III</p>		



05 June 2024

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

**Mr. MIKE JASSEN T. SY**  
 President  
**JASSEN HARRIS INDUSTRIES CORP.**  
 1063 Tomas Mapua St.  
 Brgy. 329, Zone 33  
 Sta. Cruz Manila 1014

Dear Mr. Sy,

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

Contract Name	: <b>Supply and Delivery of One (1) Lot Jumbo Roll Tissue Dispenser and Jumbo Roll Tissue Paper</b>
Purchase Request No.	: <b>GAA-24-04-19133</b>
Purchase / Work Order No.	: <b>24-06-121</b>
Total Contract Price	: <b>₱13,500.00</b>
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: <b>Thirteen Thousand Five Hundred Pesos</b>

Upon issuance of this Notice, your company, **JASSEN HARRIS INDUSTRIES CORP.** 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=franzy@asti.dost.gov.ph, c=PH

DATE OF ISSUANCE:

**06 JUN 2024**

RECEIVED BY:

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

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