



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:	GLYPTIC ART ENTERPRISE	PO No.:	ALAM-24-07-013
Address:	169 Area 6 Luzon Ave., Matandang Balara, Quezon City	PO Date:	July 05, 2024
TIN:	254-554-940-000	Mode of Procurement:	NP-53.9 Small Value Procurement

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:	Provided for under description
Date of Delivery:		Payment Term:	Government Terms
		Warranty Term:	

Stock / Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	Piece	<p>PLAQUES FOR VALUED PARTNERS for ASTICon</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders for the Supply and Delivery of Fifty-One (51) Pieces of Plaques, which will be given to DOST-ASTI Valued Partners for FY 2023 & 2024.</p> <p>1.2. The Approved Budget for the Contract is inclusive of government taxes and other applicable charges.</p> <p>2. SPECIFICATION</p> <p>2.1. Quantity: Fifty-one (51) pieces</p> <p>2.2. Size/Body/Base: 8"H x 3/8 thick ordinary wood, 1/4 thick clear glass body over 1"h ordinary wood base</p> <p>2.3. Packaging: Bubble wrap and carton box</p> <p>2.4. Supplier must provide graphic designs and illustrations, which the end-user can choose from, five (5) calendar days upon issuance of Notice to Proceed.</p> <p>2.5. Work with the end-user for the consistency of design and texts which will be imprinted in the plaques. Texts will be provided by the end-user three (3) calendar days after choosing the graphic design and illustration for the plaque.</p> <p>2.6. Supplier will submit all layout in digital format three (3) calendar days upon receipt of texts from the end-user.</p> <p>3. DELIVERY AND PAYMENT</p> <p>3.1. Supplier shall deliver the items maximum of thirty (30) calendar days upon the end-user's approval of the final sample/design/layout.</p> <p>3.2. Full payment will only be processed once the items are completely delivered, inspected, and accepted by the end-user.</p> <p>3.3. Price is inclusive of government taxes and</p>	51	P1,500.00	P76,500.00

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


	service charges.		
	(Please see attached quotation.)		
		TOTAL:	₱76,500.00
(Total Amount in Words)		Seventy-Six Thousand Five Hundred 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. *B. De Leon*
Director, DOST-ASTI

Digitally signed
by Elyan
Benjamin R. Lara

(Date)

Fund Cluster:	<u>07</u>	ORS / BURS No.:	<u>073086012029-07-000291</u>
Funds Available:	<u>Php 76,500.00</u>	ORS / BURS Date:	<u>JUL 05, 2024</u>
		Amount:	<u>₱ 76,500.00</u>
 GAY CONCEPCION S. BUGAGAO Accountant III			



05 July 2024

NOTICE TO PROCEED
ALTERNATIVE MODE OF PROCUREMENT

Mr. DENNIS A. ABRILLO
 Proprietor
GLYPTIC ART ENTERPRISE
 169 Area 6 Luzon Ave., Matandang Balara
 Quezon City

Dear Mr. Abrillo,

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

Contract Name	: Supply and Delivery of Fifty-One (51) Pieces Plaques for Valued Partners for ASTICon
Purchase Request No.	: ALAM-24-06-19410
Purchase / Work Order No.	: ALAM-24-07-013
Total Contract Price	: ₱76,500.00
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: Seventy-Six Thousand Five Hundred Pesos

Upon issuance of this Notice, your company, **GLYPTIC ART ENTERPRISE** 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 Benjamin R. Lara

DATE OF ISSUANCE:

JUL 11 2024

RECEIVED BY:

 Signature over Printed Name

 Date and Time