



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:	ZIONEYES GENERAL MERCHANDISE	PO No.:	24-09-200
Address:	40 B Miami St., Silangan 3, Cubao, Quezon City 1109	PO Date:	September 10, 2024
TIN:	241-143-052-000	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:	Thirty (30) 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	<p>Notepad with logo and text</p> <p>1. OVERVIEW</p> <p>1.1. DOST-ASTI is seeking a qualified and competent bidder for the Supply and Delivery of One Hundred (100) Pcs of Notepads with Logo and Text Print, to be used as promotional material during information, education, and communication campaigns, signing/turnover activities with partners/stakeholders, etc.</p> <p>1.2. The ABC is inclusive of all government taxes and other charges.</p> <p>2. DOST-ASTI BRANDING MATERIALS</p> <p>2.1. Use of the DOST-ASTI name and logo branding/identity materials, including any and all variants, provided to the external provider/contractor/supplier shall solely be for the intended and authorized purpose under the issued PO and/or contract.</p> <p>2.2. The external provider/contractor/supplier, including any of its subcontractors, shall remove from their system any and all copies of the DOST-ASTI name and logo branding/identity materials after either the completion or cancellation of the PO and/or contract and shall issue a signed certification thereof.</p> <p>2.3. The external provider/contractor/supplier, including any of its subcontractors, will be held legally liable for any unauthorized use of the DOST-ASTI name and logo branding/identity materials, including any and all variants.</p> <p>3. TECHNICAL SPECIFICATIONS</p> <p>3.1. Description: Notepad with logo and text</p> <p>3.2. Quantity: One Hundred (100) Pieces</p> <p>3.3. Number of Sheet per Pad: Minimum of one hundred (100) sheets</p> <p>3.4. Dimensions: Preferably A5 size or approximately 5.8 inches x 8.3 inches</p> <p>3.5. Material: 120 GSM vellum paper or similar</p>	100	₱170.00	₱17,000.00

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>3.6. Full-color print on one side 3.7. Print: Offset printing or similar 3.8. Binding: Glued 3.9. Chipboard Backing: Approximately 1mm thick 3.10. Design and Layout 3.10.1. The layout attached to the RFQ is subject to change. Only minimum changes are allowed. 3.10.2. The end-user shall provide the Final design and layout five (5) calendar days after the issuance of the NTP. 3.10.3. Upon receipt of the final design from the end-user, the supplier must submit one (1) customized sample similar to the design provided by the end-user with similar approved materials within ten (10) calendar days. 3.10.4. Maximum Number of Revisions: Three (3)</p> <p>4. WARRANTY AND AFTER-SALES SUPPORT 4.1. Supplier warrants the item against defects in manufacturing, as well as shipping and delivery issues. 4.2. Defective and incorrect items shall be immediately replaced by the supplier at no additional cost to DOST-ASTI.</p> <p>5. PAYMENT AND DELIVERY ITEMS 5.1. The supplier shall make Delivery of items within thirty (30) calendar days upon issuance of NTP. 5.2. Price must be inclusive of government taxes and other charges. 5.3. Payment upon complete delivery.</p> <p>(Please see attached quotation.)</p>			
2	Piece	<p>Tumbler with logo and text 1. OVERVIEW 1.1. DOST-ASTI is seeking a qualified and competent bidder for the Supply and Delivery of Seventy (70) Pcs of Tumbler with Logo and Text Print to be used as promotional material during information, education, and communication campaigns, signing/turnover activities with partners/stakeholder, etc. 1.2. The ABC is inclusive of all government taxes and other charges.</p> <p>2. DOST-ASTI BRANDING MATERIALS 2.1. Use of the DOST-ASTI name and logo branding/identity materials, including any and all variants, provided to the external provider/contractor/supplier shall solely be for the intended and authorized purpose under the issued PO and/or contract. 2.2. The external provider/contractor/supplier, including any of its subcontractors, shall remove from their system any and all copies of the DOST-ASTI name and logo branding/identity materials after either the completion or cancellation of the PO and/or contract and shall issue a signed certification thereof. 2.3. The external provider/contractor/supplier, including any of its subcontractors, will be held legally liable for any unauthorized use of the DOST-ASTI name and logo branding/identity materials, including any and all variants.</p> <p>3. TECHNICAL SPECIFICATIONS 3.1. Description: Customized double walled stainless-steel insulated tumbler</p>	70	P450.00	P31,500.00

	<p>3.2. Quantity: Seventy (70) pieces 3.3. Color: Black and/or green 3.4. Capacity: preferably 750ml or between 500 ml - 1500ml 3.5. With reusable straw and multipurpose cover 3.6. Design and Layout 3.6.1. The layout attached to the RFQ is subject to change. Only minimum changes are allowed. 3.6.2. The end-user shall provide the Final design and layout five (5) calendar days upon issuance of NTP. 3.6.3. Upon receipt of the final design from the end-user, the supplier must submit one (1) customized sample similar to the design provided by the end-user with similar approved materials within ten (10) calendar days. 3.6.4. Maximum Number of Revisions: Three (3)</p> <p>4. WARRANTY AND AFTER-SALES SUPPORT 4.1. Supplier warrants the item against defects in manufacturing, as well as shipping and delivery issues. 4.2. Defective and incorrect items shall be immediately replaced by the supplier at no additional cost to DOST-ASTI.</p> <p>5. PAYMENT AND DELIVERY TERMS 5.1. Delivery of items shall be made by the supplier within thirty (30) calendar days upon issuance of NTP. 5.2. Price must be inclusive of government taxes and other charges. 5.3. Payment upon complete delivery.</p> <p>(Please see attached quotation.)</p>			
3	<p>Jute bag with logo and text 1. OVERVIEW 1.1. DOST-ASTI is seeking a qualified and competent bidder for the Supply and Delivery of One Hundred (100) Jute Bags with Logo and Text Print, to be used as promotional material during information, education, and communication campaigns, signing/turnover activities with partners/stakeholders, etc. 1.2. The ABC is inclusive of all government taxes and other charges.</p> <p>2. DOST-ASTI BRANDING MATERIALS 2.1. Use of the DOST-ASTI name and logo branding/identity materials, including any and all variants, provided to the external provider/contractor/supplier shall solely be for the intended and authorized purpose under the issued Purchase Order (PO) and/or contract. 2.2. The external provider/contractor/supplier, including any of its subcontractors, shall remove from their system any and all copies of the DOST-ASTI name and logo branding/identity materials after either the completion or cancellation of the PO and/or contract and shall issue a signed certification thereof. 2.3. The external provider/contractor/supplier, including any of its subcontractors, will be held legally liable for any unauthorized use of the DOST-ASTI name and logo branding/identity materials, including any and all variants.</p> <p>3. TECHNICAL SPECIFICATIONS 3.1. Description: Jute bag with logo and text</p>	100	P350.00	P35,000.00


	<p>3.2. Quantity: One hundred (100) pieces 3.3. Dimensions: Approximately 35 (width) X 29 (height) X 17 (depth) centimeters 3.4. With zipper enclosure for the main compartment 3.5. With inside pocket with zipper 3.6. With bottom insert/stiffener 3.7. Design and Layout 3.7.1. The layout attached to the RFQ is subject to change. Only minimum changes are allowed. 3.7.2. The end-user shall provide the final design and layout five (5) calendar days after the issuance of the Notice to Proceed (NTP). 3.7.3. Supplier must submit one (1) customized sample similar to the design provided by the end-user, with similar approved swatches or cloth, showing sample craftsmanship within ten (10) calendar days of receiving the final design from the end-user. 3.7.4. Maximum Number of Revisions: Three (3)</p> <p>4. WARRANTY AND AFTER-SALES SUPPORT 4.2. Supplier warrants the item against defects in manufacturing, as well as shipping and delivery issues. 4.3. Defective and incorrect items shall be immediately replaced by the supplier at no additional cost to DOST-ASTI.</p> <p>5. PAYMENT AND DELIVERY TERMS 5.1. Delivery of items shall be made by the supplier within thirty (30) calendar days upon issuance of Notice to Proceed. 5.2. Price must be inclusive of government taxes and other charges. 5.3. Payment upon complete delivery</p> <p>(Please see attached quotation.)</p>			
			TOTAL:	₱83,500.00
(Total Amount in Words)			Eighty Three 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.
Director, DOST-ASTI

Digitally signed
by Franz A. De Leon
Benjamin R.
Live

(Date)

Fund Cluster:	<u>01</u>	ORS / BURS No.: <u>02101012024-09-000730</u>
Funds Available:	<u>₱ 83,500.00</u>	ORS / BURS Date: <u>SEPTEMBER 10, 2024</u>
		Amount: <u>₱ 83,500.00</u>
 GAY CONCEPCION S. BUGAGAO Accountant III		



10 September 2024

NOTICE TO PROCEED
ALTERNATIVE MODE OF PROCUREMENT

Mr. APRIL JOHN P. VILLAS
 Proprietor
ZIONEYES GENERAL MERCHANDISE
 40 B Miami St., Silangan 3
 Cubao, Quezon City 1109

Dear Mr. Villas,

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

Contract Name	: Supply and Delivery of One Hundred (100) Pieces Notepad with logo and text and Other Items
Purchase Request No.	: GAA-24-08-19749
Purchase / Work Order No.	: 24-09-200
Total Contract Price	: Php 83,500.00
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: Eighty Three Thousand Five Hundred Pesos

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

DATE OF ISSUANCE:

RECEIVED BY:

Signature over Printed Name

Date and Time

Postal Address : ASTI Bldg. UP Technology Park Complex
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ASTI - FM 03-19
 REV 2 / 05 October 2023