



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:	GEMSTONE ENTERPRISE	PO No.:	24-10-252
Address:	Unit 7 VAVA Bldg., Verdant Ave., Verdant Acres Subd., Pamplona Tres, Las Piñas City 1740	PO Date:	October 31, 2024
TIN:	101-559-086-00000	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:	Provided for under description
Date of Delivery:	_____	Payment Term:	Government Terms
		Warranty Term:	_____

Stock / Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	Unit	<p>Mobile Pedestal</p> <p>1 GENERAL OVERVIEW 1.1 DOST-ASTI is seeking qualified and competent bidders for the supply and delivery of Mobile Pedestal for the Finance and Administrative Division (FAD) and Solutions and Services Engineering Division, to replace and improve worn-out furniture and fixtures. 1.2 Minimal adjustments (within 10% +/-) in the dimensions shall be acceptable, as dimensions are approximations. 1.3 The colors indicated are preferences and may be subject to change depending on color availability. Procuring Entity (PE) may choose among the colors readily available. 1.4 The Approved Budget for the Contract (ABC) is inclusive of all applicable government taxes and other charges.</p> <p>2 FUNCTIONAL/TECHNICAL SPECIFICATIONS 2.1. Mobile Pedestal 2.1.1. Quantity: Seventeen (17) units 2.1.2. With 3 Drawers including 1 Central Lock, 1 Pen Tray and 1 File Divider 2.1.3. 5 Swivel Castors built for ease on mobility 2.1.4. Material: Powder-coated steel 2.1.5. Color: Gray or Light Gray</p>	17	₱3,462.00	₱58,854.00

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>2.1.6. Dimensions: 40(W) x 56.5(D) x 65.5(H) cm approx</p> <p>2.1.7. Delivery Location</p> <p>2.1.7.1. Thirteen (13) units to be delivered to ASTI Bldg. UP Technology Park Complex CP Garcia Ave. Dil. QC</p> <p>2.1.7.2. Four (4) units to be delivered to EPDC Bldg., MIRDC cmpd, General Santos Ave, Taguig</p> <p>3. WARRANTY</p> <p>3.1. Supplier warrants items against defects in manufacturing and shipping and delivery issues.</p> <p>3.2. A replacement unit should be provided for defective units, seven (7) calendar days upon receipt of notice from the end-user and/or ASTI Property and Supply Section.</p> <p>3.3. Warranty should be one (1) year for parts and labor.</p> <p>4 TERMS OF DELIVERY AND PAYMENT</p> <p>4.1. The price of the supplier must be inclusive of government taxes and other charges.</p> <p>4.2. Delivery shall be made by the supplier within thirty (30) calendar days upon issuance of Notice to Proceed (NTP).</p> <p>4.3. Full payment will only be given once the items were completely delivered, inspected, and accepted by the End-user. No payment shall be made for items not yet delivered under this contract.</p> <p>Charging: GAA</p> <p>(Please see attached quotation.)</p>			
2	Unit	<p>Mobile Pedestal</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders for the Supply and Delivery of Five (5) Units of Mobile Pedestals to be used in the daily operations of the agency.</p> <p>1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. With three (3) drawers including one (1) central lock</p> <p>2.2. With swivel castors built for ease on mobility</p> <p>2.3. Material: Epoxy or powder-coated steel</p> <p>2.4. Color: White or Gray or Light Gray</p>	5	P3,462.00	P17,310.00



	<p>2.5. Dimensions: Approx. 28 cm (W) x 41 cm (D) x 49 cm (H)</p> <p>3. WARRANTY 3.1. All units must carry six (6) months warranty. 3.2. Replacement units should be provided for defective units, fifteen (15) calendar days upon receipt of notice from End-users/DOST-ASTI Property and Supply Section.</p> <p>4. DELIVERY 4.1. Price must be inclusive of government taxes and other charges. 4.2. Government terms, payment upon complete delivery. 4.3. Delivery shall be made by the supplier within sixty (60) calendar days upon issuance of Notice to Proceed.</p> <p>Charging: QCS Project (Please see attached quotation.)</p>			
			TOTAL:	₱76,164.00
(Total Amount in Words)			Seventy Six Thousand One Hundred Sixty Four 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 Bayani
Benjamin R. Lara

(Date)

Fund Cluster:	01 and 07	ORS / BURS No. <u>00102102024-11-000055</u> <u>00202102024-11-000382</u>
	01- PHP 58,854.00	ORS / BURS Date: <u>NOVEMBER 05, 2024</u>
Funds Available:	07- PHP 17,310.00	Amount: <u>₱ 76,164.00</u>
 GAY CONCEPCION S. BUGAGAO Accountant III		



31 October 2024

NOTICE TO PROCEED
 ALTERNATIVE MODE OF PROCUREMENT

Ms. GERALDINE G. NACIONAL
 Authorized Representative
GEMSTONE ENTERPRISE
 Unit 7 VAVA Bldg.
 Verdant Ave., Verdant Acres Subd.
 Pamplona Tres, Las Piñas City 1740

Dear Ms. Nacional,

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

	Contract Name	: <u>Supply and Delivery of Mobile Pedestal</u>
	Purchase Request No.	: <u>GAA-24-09-19904 QCS-24-10-20087</u>
	Purchase / Work Order No.	: <u>24-10-252</u>
	Total Contract Price	: <u>Php 76,164.00</u>
(inclusive of taxes, import duties and all other charges or fees)	Total Contract Price in Words	: <u>Seventy Six Thousand One Hundred Sixty Four Pesos</u>

Upon issuance of this Notice, your company, **GEMSTONE 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.  Digitally signed
 by Bayani Benjamin R. Lara
 Director

DATE OF ISSUANCE:

11 NOV 2024

RECEIVED BY:

 Signature over Printed Name

 Date and Time

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