



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:	S.D. LEAL GRAPHICS	PO No.:	24-11-267
Address:	2195 F, YSL Bldg., Leveriza St., Brgy. 29, Pasay City 1300	PO Date:	November 14, 2024
TIN:	165-075-259-00000	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	Lot	<p>EMPLOYEE HANDBOOK PRINTING</p> <p>1. General Statement / Background / Objectives 1.1. DOST-ASTI is seeking a qualified and competent bidder for the Printing of the DOST-ASTI Handbook. 1.2. The Approved Budget for the Contract is inclusive of government taxes and all other applicable charges.</p> <p>2. Functional / Technical Specifications 2.1. Digital File/design supplied by Client 2.2. Sizes: At least 8 x 5.5 inches (folded), 8 x 11 inches (spread) 2.3. Total Number of Copies: One hundred (100) copies 2.4. Process: Computer-to-Plate, offset printing 2.5. Color: Full-color coated-2-Sides (C2S) 220# 2.6. Binding: Perfect binding 2.7. Cover: Matte or glossy lamination, one (1) side 2.8. Number of Pages: 50 - 70 maximum pages exclusive of front and back cover 2.9. Inside Pages: Full-color coated-2-Sides (C2S) 80</p> <p>3. Proofing 3.1. Layout and revisions will be sent to the provider electronically in PDF and/or other</p>	1	₱44,600.00	₱44,600.00

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>file types as agreed by the end-user and supplier.</p> <p>3.2. Maximum of three (3) revisions only.</p> <p>3.3. Printed copies should be delivered to DOST-ASTI within thirty (30) calendar days after the end-user has approved the final layout revisions.</p> <p>4. Delivery and Payment</p> <p>4.1. Price shall be inclusive of taxes and all other related charges.</p> <p>4.2. Prescribed government terms.</p> <p>(Please see attached quotation.)</p>		
		TOTAL:	₱44,600.00
(Total Amount in Words)		Forty Four Thousand Six 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 Bayani
Benjamin R. L...

(Date)

Fund Cluster:	<u>01</u>	ORS / BURS No.:	<u>021011012024-11-001015</u>
Funds Available:	<u>₱ 44,600.00</u>	ORS / BURS Date:	<u>NOVEMBER 15, 2024</u>
		Amount:	<u>₱ 44,600.00</u>
<p> GAY CONCEPCION S. BUGAGAO Accountant III</p>			



14 November 2024

NOTICE TO PROCEED
ALTERNATIVE MODE OF PROCUREMENT

Mr. PERRY GONZALES
 Authorized Representative
S.D. LEAL GRAPHICS
 2195 F, YSL Bldg., Leveriza St.
 Brgy. 29, Pasay City 1300

Dear Mr. Gonzales,

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

Contract Name	: Supply and Delivery of One (1) Lot Employee Handbook Printing
Purchase Request No.	: GAA-24-06-19384
Purchase / Work Order No.	: 24-11-267
Total Contract Price	: Php 44,600.00
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: Forty Four Thousand Six Hundred Pesos

Upon issuance of this Notice, your company, **S.D. LEAL GRAPHICS** 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:

19 NOV 2024

RECEIVED BY:

 Signature over Printed Name

 Date and Time

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