



**PURCHASE ORDER**

ASTI – FM 03-17  
 REV 3 / 10 October 2023

<b>Supplier:</b>	<b>GRAFIQ ADVERTISING SYSTEM CORPORATION</b>	<b>PO No.:</b>	<b>24-11-271</b>
<b>Address:</b>	<b>29 Scout Limbaga, Brgy. Laging Handa, Quezon City, 1103</b>	<b>PO Date:</b>	<b>November 19, 2024</b>
<b>TIN:</b>	<b>010-322-822-00000</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>Provided for under description</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
1	Lot	<p><b>TOKEN FOR 18-DAY CAMPAIGN FOR VAWC</b></p> <p>1. GENERAL OVERVIEW            1.1 DOST-ASTI is seeking qualified and competent bidders for the supply and delivery of One (1) Lot Token for the 18-Day Campaign to End VAWC Activity.            1.2 The Approved Budget for the Contract (ABC) is inclusive of all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS            2.1 T-SHIRTS            2.1.1 Quantity: 309 pieces            2.1.2 ABC: Two Hundred Eighty Pesos (P280.00) per piece, Eighty-Six Thousand Five Hundred Twenty Pesos Only (P86,520.00) in total.            2.1.3 T-shirts must be made of cotton materials            2.1.4 With text and logo in front and back            2.1.5 Color: White and orange, with colored preferred for the design/layout            2.1.6 Print Design: Print size must be visually clear and readable            2.1.7 Sizing requirements            2.1.7.1 XS, S, M, L, XL, 2 XL, 3XL, 4XL, 5XL            2.1.7.2 Final breakdown of sizes will be provided by the end-user            2.1.8 Supplier must submit one (1) customized sample of T-shirt similar to the</p>	1	P107,240.00	P107,240.00

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>design provided by the end-user, with similar approved swatches/cloth, that shows sample craftsmanship and design within five (5) calendar days upon issuance of Notice to Proceed (NTP)</p> <p>2.1.9 Maximum Number of Revisions: Three (3)</p> <p>2.2 CAP</p> <p>2.2.1 Quantity: 100 pieces</p> <p>2.2.2 ABC: Two Hundred Seven Pesos and 20/100 (P207.20) per piece, Twenty Thousand Seven Hundred Twenty Pesos Only (P20,720.00) in total</p> <p>2.2.3 Size: Adult Cap</p> <p>2.2.4 Color: Preferably Black</p> <p>2.2.5 Print: Base color</p> <p>2.2.6 Print Design: Embroidery</p> <p>2.2.7 Font Color: Orange</p> <p>2.2.8 Font Type: Gotham Bold</p> <p>2.2.9 Supplier must submit one (1) customized sample of cap similar to the design provided by the end-user, that shows sample craftsmanship and design within five (5) calendar days upon issuance of NTP.</p> <p>3. WARRANTY AND AFTER SALES SUPPORT</p> <p>3.1 Supplier warrants the items against defects in manufacturing, as well as shipping and delivery issues</p> <p>3.2 Defective and incorrect items shall be immediately replaced by the supplier at no additional cost to DOST-ASTI</p> <p>4. PAYMENT AND DELIVERY TERMS</p> <p>4.1 The price must be inclusive of government taxes and charges.</p> <p>4.2 Government terms, payment upon complete delivery.</p> <p>4.3 Delivery of goods shall be made within fifteen (15) calendar days upon approval of final sample.</p> <p>(Please see attached quotation.)</p>			
			<b>TOTAL:</b>	<b>₱107,240.00</b>
<b>(Total Amount in Words)</b>			<b>One Hundred Seven Thousand Two Hundred Forty 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,


FRANZ A. DE LEON, Ph.D.

Digitally signed  
by Bayani  
Benjamin R. Lara

\_\_\_\_\_  
(Signature over Printed Name of Supplier)

\_\_\_\_\_  
Director, DOST-ASTI

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

<b>Fund Cluster:</b>	01	ORS / BURS No.:	021011012024-11-001050
		ORS / BURS Date:	NOVEMBER 19, 2024
<b>Funds Available:</b>	Php 107, 240.00	Amount:	₱ 107,240.00
 <small>Digitally signed by Gay Concepcion S. Bugagao</small> <b>GAY CONCEPCION S. BUGAGAO</b> Accountant III			



19 November 2024

**NOTICE TO PROCEED**  
 ALTERNATIVE MODE OF PROCUREMENT

**Ms. AILEEN TOLING**  
 Marketing Associate  
**GRAFIQ ADVERTISING SYSTEM CORPORATION**  
 29 Scout Limbaga  
 Brgy. Laging Handa, Quezon City, 1103

Dear Ms. Toling,


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

Contract Name	: <b>Supply and Delivery of One (1) Lot Token for 18-Day Campaign for VAWC</b>
Purchase Request No.	: <b>GAA-24-10-20215</b>
Purchase / Work Order No.	: <b>24-11-271</b>
Total Contract Price	: <b>Php 107,240.00</b>
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: <b>One Hundred Seven Thousand Two Hundred Forty Pesos</b>

Upon issuance of this Notice, your company, **GRAFIQ ADVERTISING SYSTEM CORPORATION** 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:

23 NOV 2024

RECEIVED BY:

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

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

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