



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:	JEWEL CRAFTERS OPC	PO No.:	24-11-274
Address:	279 Contreras St., Calvario, Meycauayan City, Bulacan, 3020	PO Date:	November 20, 2024
TIN:	010-750-682-00000	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><b>Tokens for PRAISE Awardees</b></p> <p>1. GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders for the Supply and Delivery of Program on Awards and Incentives for Service Excellence (PRAISE) tokens, which will be given to loyalty awardees from 2023 to 2024 and employee who successfully completed master's degree for 2023.</p> <p>1.2. The Approved Budget for the Contract indicated herein is inclusive of all applicable government taxes and service charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Various gold jewelries</p> <p>2.1.1. Three (3) 18K Gold Necklace with Gold Pendant, Php 39,500.00 per Set</p> <p>2.1.1.1. Front: DOST-ASTI logo</p> <p>2.1.1.2. Back: Name of the awardee and years in service</p> <p>2.1.1.3. With weight of at least 7 grams in total</p> <p>2.1.2. One (1) 18K Gold Necklace with Gold Pendant and One (1) 18K Gold Bracelet with ID, Php 65,000.00 per Set (in total)</p>	1	P566,500.00	P566,500.00

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



- 2.1.2.1. Necklace with Pendant
  - 2.1.2.1.1. Front: DOST-ASTI logo
  - 2.1.2.1.2. Back: Name of the awardee and years in service
- 2.1.2.2. Bracelet with ID
  - 2.1.2.2.1. Engraved logo and/or DOST-ASTI wordings on top
  - 2.1.2.2.2. Engraved name of the awardee at the back
  - 2.1.2.2.3. With weight of at least 11.5 grams in total

- 2.1.3. Five (5) 18K Gold Bracelet with ID, <sup>15,000</sup> Php 30,000.00 in total
  - 2.1.3.1. Engraved logo and/or DOST-ASTI wordings on top
  - 2.1.3.2. Engraved name of the awardee at the back
  - 2.1.3.3. With DOST-ASTI charm
  - 2.1.3.4. With weight of at least 5.5 grams in total

- 2.1.4. Two (2) 18K Gold Bracelet with ID, <sup>39,000</sup> Php 19,500.00 in Total
  - 2.1.4.1. Engraved logo and/or DOST-ASTI wordings on top
  - 2.1.4.2. Engraved name of the awardee at the back
  - 2.1.4.3. With DOST ASTI charm
  - 2.1.4.4. With weight of at least 3.5 grams in total

- 2.1.5. One (1) 14K Pendant, Php 5,000.00
  - 2.1.5.1. With laser engraved DOST-ASTI logo and engraved name of the awardee
  - 2.1.5.2. With weight of at least 1.2 grams

- 2.1.6. Two (2) 14K Stud Earrings with the Birthstone of the Employee, <sup>10,000</sup> Php 5,000.00 per Pair
  - 2.1.6.1. With weight of at least 0.8 grams
  - 2.1.6.2. 0.20 ct each stone

- 2.1.7. Two (2) 18K Gold Necklace with Gold Pendant and 18K Gold Bracelet with ID, <sup>10,000</sup> Php 55,000.00 per Set
  - 2.1.7.1. Necklace with Pendant
    - 2.1.7.1.1. Front: DOST ASTI logo
    - 2.1.7.1.2. Back: Name of the awardee and years in service
  - 2.1.7.2. Bracelet with ID
    - 2.1.7.2.1. Engraved logo and/or DOST-ASTI wordings on top
    - 2.1.7.2.2. Engraved name of the awardee at the back
    - 2.1.7.2.3. With weight of at least 10 grams in total




	<p>2.1.8. Two (2) 18K Gold Necklace with Gold Pendant, Php 34,500.00 per Set <span style="float: right;">67, 500</span>  2.1.8.1. Front: DOST-ASTI logo  2.1.8.2. Back: Name of the awardee and years in service  2.1.8.3. With weight of at least 6 grams in total</p> <p>3. DELIVERY AND PAYMENT  3.1. The price is inclusive of government taxes and service charges.  3.2. Supplier must provide sample/design/layout of the jewelries mentioned above, for approval of the end-user.  3.3. Supplier shall deliver the items thirty (30) calendar days upon the end-user's approval of the final sample/design/layout.  3.4. Full payment will only be processed once the items are completely delivered, inspected, and accepted by the end-user.</p> <p>(Please see attached quotation.)</p>			
			<b>TOTAL:</b>	<b>₱566,500.00</b>
<b>(Total Amount in Words)</b>		<b>Five Hundred Sixty Six Thousand Five Hundred 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,

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

  
**FRANZ A. DE LEON, Ph.D.**  
Director, DOST-ASTI

Digitally signed  
By Benjamin R. La

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

<b>Fund Cluster:</b>	01	<b>ORS / BURS No.:</b>	02101012024-11-001085
<b>Funds Available:</b>	Php 566,500.00	<b>ORS / BURS Date:</b>	NOVEMBER 28, 2024
		<b>Amount:</b>	₱ 566,500.00
<p style="margin-top: 20px;">  <b>GAY CONCEPCION S. BUGAGAO</b>  Accountant III</p>			



20 November 2024

**NOTICE TO PROCEED**  
**ALTERNATIVE MODE OF PROCUREMENT**

**Ms. LARICEL B. BAUTISTA**  
 President  
**JEWEL CRAFTERS OPC**  
 279 Contreras St., Calvario  
 Meycauayan City, Bulacan, 3020

Dear Ms. Bautista,

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

Contract Name	: <b>Supply and Delivery of One (1) Lot Tokens for PRAISE Awardees</b>
Purchase Request No.	: <b>GAA-24-10-20188</b>
Purchase / Work Order No.	: <b>24-11-274</b>
Total Contract Price	: <b>Php 566,500.00</b>
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: <b>Five Hundred Sixty Six Thousand Five Hundred Pesos</b>

Upon issuance of this Notice, your company, **JEWEL CRAFTERS OPC** 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:

December 3, 2024

RECEIVED BY:

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

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