

16 2024-12-0004  
 OFI 2024-12-00163



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

<b>Supplier:</b>	<b>ZIONEYES GENERAL MERCHANDISE</b>	<b>PO No.:</b>	<b>24-12-291</b>
<b>Address:</b>	<b>40 B Miami St., Silangan 3, Cubao, Quezon City 1109</b>	<b>PO Date:</b>	<b>December 09, 2024</b>
<b>TIN:</b>	<b>241-143-052-000</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>Sixty (60) calendar days upon issuance of NTP</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	Piece	<p><b>Automatic umbrella with logo and text</b></p> <p>1. OVERVIEW</p> <p>1.1. DOST-ASTI is seeking qualified and competent bidder for the Supply and Delivery of Two Hundred (200) Pcs of Automatic Umbrella with Logo and Text Print, to be used as promotional material during information, education and communication campaigns, signing/turnover activities with partners/stakeholder, etc.</p> <p>1.2. The Approved Budget for the Contract 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 Purchase Order (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</p>	200	P358.00	P71,600.00

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

any unauthorized use of the DOST-ASTI name and logo branding/identity materials, including any and all variants.

**3. TECHNICAL SPECIFICATIONS**

3.1. Description: Automatic umbrella with logo and text

3.2. Quantity: Two hundred (200) pieces

3.3. Color: Black and/or army green

3.4. Automatic Umbrella Size: At least twenty-one (21) inches

3.5. Material:

3.5.1. Thick fiber ribs or better

3.5.2. Waterproof

3.5.3. UV protect backing

3.6. Accessory: Translucent plastic drawstring bag

3.7. Design and layout

3.7.1. The layout attached to the Request for Quotation 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 upon issuance of 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 materials, showing sample craftsmanship and embroidery within ten (10) calendar days of receiving the final design from the end-user.

3.7.4. Maximum Number of Revisions: Three (3)

**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.

**5. PAYMENT AND DELIVERY TERMS**

5.1. Delivery of items shall be made by the supplier within sixty (60) calendar days upon issuance of NTP.

5.2. Price must be inclusive of government taxes and other charges.

5.3 Payment upon complete delivery.

(Please see attached quotation.)


	<p>any unauthorized use of the DOST-ASTI name and logo branding/identity materials, including any and all variants.</p> <p><b>3. TECHNICAL SPECIFICATIONS</b></p> <p>3.1. Description: Automatic umbrella with logo and text</p> <p>3.2. Quantity: Two hundred (200) pieces</p> <p>3.3. Color: Black and/or army green</p> <p>3.4. Automatic Umbrella Size: At least twenty-one (21) inches</p> <p>3.5. Material:</p> <p>3.5.1. Thick fiber ribs or better</p> <p>3.5.2. Waterproof</p> <p>3.5.3. UV protect backing</p> <p>3.6. Accessory: Translucent plastic drawstring bag</p> <p>3.7. Design and layout</p> <p>3.7.1. The layout attached to the Request for Quotation is subject to change. Only minimum changes are allowed.</p> <p>3.7.2. The end-user shall provide the final design and layout five (5) calendar days upon issuance of Notice to Proceed (NTP).</p> <p>3.7.3. Supplier must submit one (1) customized sample similar to the design provided by the end-user, with similar approved materials, showing sample craftsmanship and embroidery within ten (10) calendar days of receiving the final design from the end-user.</p> <p>3.7.4. Maximum Number of Revisions: Three (3)</p> <p><b>4. WARRANTY AND AFTER-SALES SUPPORT</b></p> <p>4.1. Supplier warrants the item against defects in manufacturing, as well as shipping and delivery issues.</p> <p>4.2. Defective and incorrect items shall be immediately replaced by the supplier at no additional cost to DOST-ASTI.</p> <p><b>5. PAYMENT AND DELIVERY TERMS</b></p> <p>5.1. Delivery of items shall be made by the supplier within sixty (60) calendar days upon issuance of NTP.</p> <p>5.2. Price must be inclusive of government taxes and other charges.</p> <p>5.3 Payment upon complete delivery.</p> <p>(Please see attached quotation.)</p>			
			<b>TOTAL:</b>	<b>₱71,600.00</b>
<b>(Total Amount in Words)</b>			<b>Seventy One Thousand Six 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. Lina

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

<b>Fund Cluster:</b>	<u>01</u>	<b>ORS / BURS No.:</b>	<u>021011012024-12-001163</u>
<b>Funds Available:</b>	<u>PHP 71,600.00</u>	<b>ORS / BURS Date:</b>	<u>DECEMBER 10, 2024</u>
		<b>Amount:</b>	<u>₱ 71,600.00</u>
 <b>GAY CONCEPCION S. BUGAGAO</b> _____ Accountant III			



09 December 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	: <b>Supply and Delivery of Two Hundred (200) Pieces Automatic Umbrella with Logo and Text</b>
Purchase Request No.	: <b>GAA-24-11-20258</b>
Purchase / Work Order No.	: <b>24-12-291</b>
Total Contract Price	: <b>Php 71,600.00</b>
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: <b>Seventy One Thousand Six Hundred Pesos</b>

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 Bayani  
 Benjamin R.  
 Lara

DATE OF ISSUANCE:

**13 DEC 2024**

RECEIVED BY:

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

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

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 Fax No.: +632 8249-9764

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