



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:	HECHANOVA & CO., INC.	PO No.:	ROAMER-24-12-017
Address:	104 Paseo de Roxas, Legaspi Vill. Makati City, Metro Manila	PO Date:	December 17, 2024
TIN:	242-532-349-000	Mode of Procurement:	NP-53.6 Scientific Scholarly Artistic Work Exclusive Technology and Media

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>IP Services for Preparing and Filing of IPs</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is seeking Intellectual Property (IP) Services for Preparing and Filing of an IP Application.</p> <p>1.2. The service provider must conduct a comprehensive prior art search, draft claims, and file a patent or utility model for one (1) technology generated by the ROAMER project.</p> <p>1.3. The Approved Budget for the Contract (ABC) is inclusive of all applicable government taxes and service charges. The ABC likewise covers all consultancies and communication essentials for the entire IP application process.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Comprehensive Prior Art Search (PAS) Service</p> <p>2.1.1. PAS report to be generated shall include the following:</p> <p>2.1.1.1. Published pending and valid granted local and foreign patent, utility model applications, and industrial design applications of similar and closely related or counterpart technologies.</p> <p>2.1.1.2. Search pool in a table form including:</p> <p>2.1.1.2.1. Keywords used;</p> <p>2.1.1.2.2. Number of hits;</p> <p>2.1.1.2.3. Number of documents considered; and</p> <p>2.1.1.2.4. Number of relevant document/s.</p> <p>2.1.2. PAS report will be prepared wherein the search will be based on the relevant technical features of the technology, and;</p>	1	P62,000.00	P62,000.00

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 CP Garcia Ave., Diliman, Quezon City 1101
 Website : www.asti.dost.gov.ph
 Email : info@astl.dost.gov.ph

Tel No. : +632 8249-8500
 +632 8426-9755

2.1.3. PAS recommendation on the technology for IP protection.

2.1.4. Submission of the PAS report and updated data/disclosures as evidenced by an e-mail or any form of communications sent by DOST-ASTI to the Contractor, and such disclosure was acknowledged as complete by the Contractor.

2.2. Patent or Utility Model Drafting and Filing – Non-Chemical Service

2.2.1. Drafting and filing to IPOPHL of technology for patent / utility model application – non-chemical.

2.2.2. Submit patent / utility model application and disclosures for the technology as evidenced by an email or any form of communication sent by DOST-ASTI to the contractor, and such disclosure was acknowledged as complete by the contractor.

2.2.3. Transmittal of a copy of the final draft IP application with

Acknowledgement Receipt of the filing by IPOPHL and the Official Receipt as proof of filing of the application with IPOPHL.

2.3. Non-acknowledgement of DOST-ASTI representative's email in seven (7) calendar days would deem the disclosed data as complete.

2.4. If, following a conducted PAS, it is determined that the technology intended for IP Protection cannot be pursued, charges will be based on the fees for the completed services. No fees shall be incurred for the drafting and filing of IP application if the technology is deemed ineligible for IP protection.

2.5. Inclusive of communications and other related expenses.

2.6. Inclusive of professional fees, administrative fees, taxes other services, government charges, and other applicable patent or utility model filing fees.

3. DELIVERY AND PAYMENT TERMS

3.1. Payment shall be made upon completion of each service, which will be billed by the Contractor upon completion of the following services:

3.1.1. Comprehensive PAS Service: Submission of Comprehensive PAS report to DOST-ASTI on or before 15 January 2025; and

3.1.2. Patent or Utility Model Drafting and Filing – Non-Chemical Service: Final IP Draft and Filing and Acknowledgment Receipt from IPOPHL, with complete accompanying and/or supporting documents, must be submitted to DOST-ASTI on or before 15 February 2025.

3.2. The Contractor must provide a

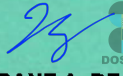
	<p>breakdown of their fees for each service upon submission of quotation for their services.</p> <p>3.3. The billing per service shall be accompanied by an acknowledgment document / certification issued by DOST-ASTI certifying the completion of each service as specified in the contract.</p> <p>4. ADDITIONAL PROVISION</p> <p>4.1. DOST-ASTI may engage the service provider for the prosecution of the IP application, which shall be subject to a separate contract.</p> <p>4.2. The service provider is responsible for representing DOST-ASTI in the prosecution of the IP application, shall DOST-ASTI decide to continue with its engagement.</p> <p>(Please see attached quotation.)</p>		
		TOTAL:	P62,000.00
(Total Amount in Words)		Sixty-Two Thousand 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.

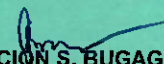
Conforme:

Very Truly Yours,

(Signature over Printed Name of Supplier)


 Digitally signed by Franz A. de Leon, Ph.D.
 Date: 2024.12.20 15:22:26+08'00'
FRANZ A. DE LEON, Ph.D.
 Director, DOST-ASTI

(Date)

Fund Cluster:	07	ORS / BURS No.: 023086012024-12-000482
Funds Available:	Php 62,000.00	ORS / BURS Date: DECEMBER 18, 2024
		Amount: ₱ 62,000.00
 GAY CONCEPCION S. BUGAGAO Accountant III		



17 December 2024

NOTICE TO PROCEED
ALTERNATIVE MODE OF PROCUREMENT

Ms. EDITHA R. HECHANOVA
 President
HECHANOVA & CO. INC.
 104 Paseo de Roxas, Legaspi Vill.
 Makati City, Metro Manila

Dear Ms. Hechanova,

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

Contract Name	: Supply and Delivery of One (1) Lot IP Services for Preparing and Filing of IPs
Purchase Request No.	: ROAMER-24-10-20157
Purchase / Work Order No.	: ROAMER-24-12-017
Total Contract Price	: Php 62,000.00
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: Sixty Two Thousand Pesos

Upon issuance of this Notice, your company, **HECHANOVA & CO. INC.** 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,

Digitally signed by Franz A. de Leon, Ph.D.
 Date: 2024.12.20 15:22:
 008:39+08'00'

FRANZ A. DE LEON, Ph.D.
 Director

Digitally signed by Bayani Benjamin R. Lara

DATE OF ISSUANCE:

December 20 2024

RECEIVED BY:

 Signature over Printed Name

 Date and Time

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 CP Garcia Ave., Diliman, Quezon City 1101
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ASTI - FM 03-19
 REV 2 / 05 October 2023