



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:	LEDER INTERIA UPHOLSTERY SERVICES	PO No.:	25-02-040
Address:	#9 Scout Madrinan St., South Triangle, Quezon City	PO Date:	February 21, 2025
TIN:	219-691-456-000	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:	Thirty (30) calendar days upon issuance of NTP
Date of Delivery:		Payment Term:	Government Terms
		Warranty Term:	

Stock / Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	Lot	<p><b>Seat Cover for ASTI Vehicles</b></p> <p><b>1. BACKGROUND AND OBJECTIVES</b></p> <p>1.1. DOST-ASTI is seeking a qualified and competent supplier for the supply and delivery of Leather Seat Cover for Toyota Innova, Nissan Urvan Grey, and Nissan Urvan White. This is to maintain the cleanliness of ASTI Vehicles.</p> <p>1.2. The Approved Budget for the Contract is inclusive of government taxes and other charges.</p> <p><b>2. TECHNICAL SPECIFICATIONS</b></p> <p>2.1. Toyota Innova, eight (8)-seater</p> <p>2.1.1. Color: Preferably Cream</p> <p>2.1.2. Material: Leather or Leatherette</p> <p>2.1.3. Quantity: One (1) set</p> <p>2.1.3.1. Seat covers for all rows/seat per set</p> <p>2.2. Nissan Urvan, fifteen (15)-seater</p> <p>2.2.1. Color: Preferably Dark Gray</p> <p>2.2.2. Material: Leather or Leatherette</p> <p>2.2.3. Quantity: Two (2) sets, specifically one (1) for Nissan Urvan White and one (1) for Nissan Urvan Grey</p> <p>2.2.3.1. Seat covers for all rows/seat per set</p> <p><b>3. DELIVERY AND PAYMENT TERMS</b></p>	1	P83,500.00	P83,500.00

Postal Address : ASTI Bldg., U.P. Technology Park Complex,  
CP Garcia Ave., Diliman, Quezon City 1101  
Website : [www.asti.dost.gov.ph](http://www.asti.dost.gov.ph)  
Email : [info@asti.dost.gov.ph](mailto:info@asti.dost.gov.ph)

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




	<div>3.1. Delivery of the goods shall be made by the supplier within thirty (30) calendar days upon issuance of Notice to Proceed.</div> <div>3.1.1. Items must be delivered to DOST-ASTI Bldg., UP Technology Park Complex, C.P. Garcia Avenue, Diliman, Quezon City, Philippines 1101.</div> <div>3.2. Payment shall be made only upon certification/acceptance by the end-user that the goods are delivered in accordance with the terms of this contract and are duly inspected and accepted. No payment shall be made for goods not delivered.</div> <div>(Please see attached quotation.)</div>			
			TOTAL:	P83,500.00
(Total Amount in Words)			Eighty Three Thousand Five 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  
Jeffrey  
Aborot

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

Fund Cluster:	01	ORS / BURS No.:	021011012025-02-000125
		ORS / BURS Date:	FEBRUARY 26, 2025
Funds Available:	Php 83,500.00	Amount:	₱ 83,500.00
<div> GAY CONCEPCION S. BUGAGAO Accountant III</div>			



21 February 2025

**NOTICE TO PROCEED**  
ALTERNATIVE MODE OF PROCUREMENT

**Ms. BERNADETTE ROJAS**  
Authorized Representative  
**LEDER INTERIA UPHOLSTERY SERVICES**  
#9 Scout Madrinan St.  
South Triangle, Quezon City

Dear Ms. Rojas,

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

Contract Name	: Supply and Delivery of One (1) Lot Seat Cover for ASTI Vehicles
Purchase Request No.	: GAA-25-01-20563
Purchase / Work Order No.	: 25-02-040
Total Contract Price	: Php 83,500.00
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: <u>Eighty Three Thousand Five Hundred Pesos</u>

Upon issuance of this Notice, your company, **LEDER INTERIA UPHOLSTERY SERVICES** 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  
Jeffrey  
Aborot

DATE OF ISSUANCE:

MAR 04 2025

RECEIVED BY:

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

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

Postal Address : ASTI Bldg. UP Technology Park Complex  
CP Garcia Ave., Diliman, Quezon City 1101  
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ASTI - FM 03-19  
REV 2 / 05 October 2023