



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:	RYRAH MERCHANDISING	PO No.:	25-03-044
Address:	86 Cordillera St., Sta. Mesa Heights, Lourdes 1, Quezon City	PO Date:	March 06, 2025
TIN:	210-690-439-000	Mode of Procurement:	Shopping (b)

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:	Fifteen (15) 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	Piece	<p><b>CLEARBOOK, A4 size</b></p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The Advanced Science and technology Institute (ASTI) is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. for A4 size documents</p> <p>2.2. Refillable</p> <p>2.3. Material: Plastic</p> <p>2.4. Cover:</p> <p>2.4.1 Opaque Plastic</p> <p>2.4.2. Dimension (min): 310mm x 235mm</p> <p>2.4.3. Tickness (min): 0.5mm</p> <p>2.5. Pocket:</p> <p>2.5.1. Transparent plastic</p> <p>2.5.2. Number of pockets: Twenty (20)</p> <p>2.5.3. Thickness (min): 0.04mm</p> <p>2.6. Color: Blue or Black</p> <p>3. DELIVERY AND PAYMENT TERMS</p> <p>3.1 Delivery of the unit shall be made by the supplier fifteen (15) calendar days upon issuance of Notice to Proceed.</p> <p>3.2 Full payment will only be given once</p>	7	P30.00	P210.00

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



		<p>the items are completely delivered, inspected and accepted by the end-user.</p> <p>3.3 Price must be inclusive of government taxes and other charges.</p> <p>(Please see attached quotation.)</p>			
2	Can	<p><b>AIR FRESHENER</b></p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Aerosol Type / Spray Mist</p> <p>2.2. Net Content: 280ml or 150g, (min.)</p> <p>2.3. Assorted Scents (at least 2 scents)</p> <p>2.4. Material Safety Data Sheet showing information on specific gravity</p> <p>3. DELIVERY AND PAYMENT TERMS</p> <p>3.1 Delivery of the unit shall be made by the supplier fifteen (15) calendar days upon issuance of Notice to Proceed.</p> <p>3.2 Full payment will only be given once the items are completely delivered, inspected and accepted by the end-user.</p> <p>3.3 Price must be inclusive of government taxes and other charges.</p> <p>(Please see attached quotation.)</p>	25	P120.00	P3,000.00
3	Bundle	<p><b>RAGS</b></p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. all cotton</p> <p>2.2. Diameter: 178mm (7") approx.</p> <p>2.3. Minimum of thirty-two (32) pieces to a kilogram</p> <p>2.4. assorted colors</p> <p>3. DELIVERY AND PAYMENT TERMS</p> <p>3.1 Delivery of the unit shall be made by</p>	12	P145.00	P1,740.00



		<p>the supplier fifteen (15) calendar days upon issuance of Notice to Proceed.</p> <p>3.2 Full payment will only be given once the items are completely delivered, inspected and accepted by the end-user.</p> <p>3.3 Price must be inclusive of government taxes and other charges.</p> <p>(Please see attached quotation.)</p>			
4	Box	<p><b>FASTENER</b></p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges</p> <p>2.TECHNICAL SPECIFICATIONS</p> <p>2.1. For paper</p> <p>2.2. Metal, non-corroding</p> <p>2.3. Thickness: Base with Prongs and Compressor: 0.30mm (min.)</p> <p>2.4. Material: As per sample provided</p> <p>2.5. Able to hold 25mm thick of Multipurpose Paper (70gsm)</p> <p>2.6. 70mm between prongs</p> <p>2.7. With prongs forming an integral part of the base</p> <p>2.8. 50 sets per box</p> <p>3. DELIVERY AND PAYMENT TERMS</p> <p>3.1 Delivery of the unit shall be made by the supplier fifteen (15) calendar days upon issuance of Notice to Proceed.</p> <p>3.2 Full payment will only be given once the items are completely delivered, inspected and accepted by the end-user.</p> <p>3.3 Price must be inclusive of government taxes and other charges.</p> <p>(Please see attached quotation.)</p>	16	P45.00	P720.00
5	Box	<p><b>FOLDER, Pressboard</b></p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges</p>	8	P1,800.00	P14,400.00



		<p>2.TECHNICAL SPECIFICATIONS</p> <p>2.1. Material: Paper board</p> <p>2.2. Size (-5mm): 369mm × 242mm</p> <p>2.3. Thickness (min.): 0.40mm</p> <p>2.4. Basis Weight (min.): 312gsm</p> <p>2.5. Color: Cream</p> <p>2.6. Accordion-pleat Gusset: Book Cloth / Paper Cloth</p> <p>2.6.1. Color: Green</p> <p>2.6.2. Expansion (-3mm): 39mm</p> <p>2.7. 100 pieces per box</p> <p>3. DELIVERY AND PAYMENT TERMS</p> <p>3.1 Delivery of the unit shall be made by the supplier fifteen (15) calendar days upon issuance of Notice to Proceed.</p> <p>3.2 Full payment will only be given once the items are completely delivered, inspected and accepted by the end-user.</p> <p>3.3 Price must be inclusive of government taxes and other charges.</p> <p>(Please see attached quotation.)</p>			
6	Piece	<p><b>MARKER, Permanent, Blue</b></p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges</p> <p>2.TECHNICAL SPECIFICATIONS</p> <p>2.1. Ink Color: Blue</p> <p>2.2. Tip: Felt, bullet type</p> <p>2.3. Point: Medium</p> <p>2.4. Brand shall be engraved/ embossed/ printed/ permanently stickered on the item.</p> <p>2.5. Material and Structure:</p> <p>2.5.1. The cap shall fit snugly or firmly to the barrel and of such structure that will easily cap and decap;</p> <p>2.5.2. The ink reservoir shall be stable to prevent leakage when stored and the ink flow out adequately upon use; and</p> <p>2.5.3. The tip of the pen shall be of suitable firmness and good structure that will regulate the flow of ink.</p> <p>2.6. Shall comply with the following parameters:</p> <p>2.6.1. Writing Performance Test</p> <p>2.6.2. Drying Performance Test</p> <p>2.6.3. Resistance to Water Test</p> <p>3. DELIVERY AND PAYMENT TERMS</p>	31	P11.00	P341.00



		<p>3.1 Delivery of the unit shall be made by the supplier fifteen (15) calendar days upon issuance of Notice to Proceed.</p> <p>3.2 Full payment will only be given once the items are completely delivered, inspected and accepted by the end-user.</p> <p>3.3 Price must be inclusive of government taxes and other charges</p> <p>(Please see attached quotation.)</p>			
7	Piece	<p><b>MARKER, Whiteboard, Red</b></p> <p><b>1. GENERAL OVERVIEW</b></p> <p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges</p> <p><b>2. TECHNICAL SPECIFICATIONS</b></p> <p>2.1. Ink Color: Red</p> <p>2.2. Tip: Felt, bullet type</p> <p>2.3. Point: Medium</p> <p>2.4. Brand shall be engraved/ embossed/ printed/ permanently stickered on the item.</p> <p>2.5. Material and Structure:</p> <p>2.5.1. The cap shall fit snugly or firmly to the barrel and of such structure that will easily cap and decap;</p> <p>2.5.2. The ink reservoir shall be stable to prevent leakage when stored and the ink flow out adequately upon use; and</p> <p>2.5.3. The tip of the pen shall be of suitable firmness and good structure that will regulate the flow of ink.</p> <p>2.6. Shall comply with the following parameters:</p> <p>2.6.1. Writing Performance Test</p> <p>2.6.2. Drying Performance Test</p> <p>2.6.3. Resistance to Water Test</p> <p><b>3. DELIVERY AND PAYMENT TERMS</b></p> <p>3.1 Delivery of the unit shall be made by the supplier fifteen (15) calendar days upon issuance of Notice to Proceed.</p> <p>3.2 Full payment will only be given once the items are completely delivered, inspected and accepted by the end-user.</p> <p>3.3 Price must be inclusive of government taxes and other charges</p> <p>(Please see attached quotation.)</p>	23	P11.00	P253.00



8	Pad	<p><b>NOTE PAD, stick on, 50mm x 76mm</b></p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Size: 50mm x 76mm (2" x 3") (min)</p> <p>2.2. Basis Weight: 70gsm (min)</p> <p>2.3. Sheet Thickness: 0.09mm (min)</p> <p>2.4. Brand shall be printed on the item</p> <p>2.5. Packaging: 100 sheets per pad</p> <p>3. DELIVERY AND PAYMENT TERMS</p> <p>3.1 Delivery of the unit shall be made by the supplier fifteen (15) calendar days upon issuance of Notice to Proceed.</p> <p>3.2 Full payment will only be given once the items are completely delivered, inspected and accepted by the end-user.</p> <p>3.3 Price must be inclusive of government taxes and other charges</p> <p>(Please see attached quotation.)</p>	25	P20.00	P500.00
9	Ream	<p><b>PAPER, MULTIPURPOSE A4</b></p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Basis Weight: 70gsm (min.)</p> <p>2.2. Size: A4, 210mm x 297mm (±2mm in either direction)</p> <p>2.3. Sheet Count (min.): 500 sheets per ream</p> <p>2.4. Trim sizes shall be along machine direction or long grain</p> <p>2.5. Intended application: For laser printer, standard office copier, etc.</p> <p>2.6. Paper shall be at least Elemental Chlorine Free (ECF)</p> <p>2.7. Any wrapping paper and carton box (outer box) packaging shall be 100% recycled fiber.</p>	65	P220.00	P14,300.00



		<p>3. DELIVERY AND PAYMENT TERMS</p> <p>3.1 Delivery of the unit shall be made by the supplier fifteen (15) calendar days upon issuance of Notice to Proceed.</p> <p>3.2 Full payment will only be given once the items are completely delivered, inspected and accepted by the end-user.</p> <p>3.3 Price must be inclusive of government taxes and other charges</p> <p>(Please see attached quotation.)</p>			
10	Ream	<p><b>PAPER, MULTIPURPOSE LEGAL</b></p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Basis Weight: 70gsm (min.)</p> <p>2.2. Size: Legal, 216mm x 330mm (±2mm in either direction)</p> <p>2.3. Sheet Count (min.): 500 sheets per ream</p> <p>2.4. Trim sizes shall be along machine direction or long grain</p> <p>2.5. Intended application: For laser printer, standard office copier, etc.</p> <p>2.6. Paper shall be at least Elemental Chlorine Free (ECF)</p> <p>2.7. Any wrapping paper and carton box (outer box) packaging shall be 100% recycled fiber.</p> <p>3. DELIVERY AND PAYMENT TERMS</p> <p>3.1 Delivery of the unit shall be made by the supplier fifteen (15) calendar days upon issuance of Notice to Proceed.</p> <p>3.2 Full payment will only be given once the items are completely delivered, inspected and accepted by the end-user.</p> <p>3.3 Price must be inclusive of government taxes and other charges</p> <p>(Please see attached quotation.)</p>	60	P240.00	P14,400.00
11	Can	<p><b>INSECTICIDE</b></p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies</p>	5	P130.00	P650.00



		<p>to be used in the daily operations of the agency.</p> <p>1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges</p> <p>2.TECHNICAL SPECIFICATIONS</p> <p>2.1. Aerosol</p> <p>2.2. Kerosene based</p> <p>2.3. Quick kill contact and residual type</p> <p>2.4. Cautionary Scent/Odor required</p> <p>2.5. Multi-insect killer</p> <p>2.6. Net Content per can: 600ml (min)</p> <p>2.7. Sufficient amount of propellant to totally expel content.</p> <p>2.8. Material Safety Data Sheet showing information on specific gravity</p> <p>2.9. FDA Approved</p> <p>3. DELIVERY AND PAYMENT TERMS</p> <p>3.1 Delivery of the unit shall be made by the supplier fifteen (15) calendar days upon issuance of Notice to Proceed.</p> <p>3.2 Full payment will only be given once the items are completely delivered, inspected and accepted by the end-user.</p> <p>3.3 Price must be inclusive of government taxes and other charges</p> <p>(Please see attached quotation.)</p>			
12	Pack	<p><b>VELLUM BOARD PAPER</b></p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency.</p> <p>1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Size: A4 Vellum Board</p> <p>2.2. Basis Weight: 220 gsm</p> <p>2.3. Packaging: 10 sheets per pack</p> <p>2.4. Color: white or cream</p> <p>3. DELIVERY AND PAYMENT TERMS</p> <p>3.1 Delivery of the unit shall be made by the supplier fifteen (15) calendar days upon issuance of Notice to Proceed.</p> <p>3.2 Full payment will only be given once the items are completely delivered, inspected and accepted by the end-user.</p> <p>3.3 Price must be inclusive of government taxes and other charges.</p> <p>(Please see attached quotation.)</p>	45	P35.00	P1,575.00




13	Pack	<b>VELLUM BOARD PAPER</b> 1. GENERAL OVERVIEW 1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency. 1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges.  2. TECHNICAL SPECIFICATIONS 2.1. Size: A4 Vellum Board 2.2. Basis Weight: 220 gsm 2.3. Packaging: 10 sheets per pack 2.4. Color: white  3. DELIVERY AND PAYMENT TERMS 3.1 Delivery of the unit shall be made by the supplier fifteen (15) calendar days upon issuance of Notice to Proceed. 3.2 Full payment will only be given once the items are completely delivered, inspected and accepted by the end-user. 3.3 Price must be inclusive of government taxes and other charges.  (Please see attached quotation.)	20	P35.00	P700.00
				<b>TOTAL:</b>	<b>P52,789.00</b>
<b>(Total Amount in Words)</b>			<b>Fifty-Two Thousand Seven Hundred Eighty-Nine 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

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

<b>Fund Cluster:</b>	<u>01</u>	ORS / BURS No.:	<u>021011012025-03-000139</u>
		ORS / BURS Date:	<u>MARCH 06, 2025</u>
<b>Funds Available:</b>	<u>Php 52,789.00</u>	Amount:	<u>₱ 52,789.00</u>
<div> <b>GAY CONCEPCION S. BUGAGAO</b> Accountant III</div>			





06 March 2025

**NOTICE TO PROCEED**  
ALTERNATIVE MODE OF PROCUREMENT

**Mr. RYAN L. TANBENGCO**  
Proprietor  
**RYRAH MERCHANDISING**  
86 Cordillera St., Sta. Mesa Heights  
Lourdes 1, Quezon City

Dear Mr. Tanbengco,


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

Contract Name	: <u>Supply and Delivery of Various Office Supplies</u>
Purchase Request No.	: <u>GAA-25-01-20621</u>
Purchase / Work Order No.	: <u>25-03-044</u>
Total Contract Price	: <u>Php 52,789.00</u>
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: <u>Fifty Two Thousand Seven Hundred Eighty Nine Pesos</u>

Upon issuance of this Notice, your company, **RYRAH MERCHANDISING** 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.** Digitally signed by Jeffrey Aborot  
Director

DATE OF ISSUANCE:

MAR 11 2025

RECEIVED BY:

Signature over Printed Name

Date and Time