



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:	HALDEN GENERAL MERCHANDISE	PO No.:	25-03-045
Address:	190 Blk 36 Welfareville Compd., Brgy. Addition Hills, Mandaluyong City	PO Date:	March 06, 2025
TIN:	211-082-113-000	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>SIGN PEN, fine tip, black</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: Black</p> <p>2.2. Type: Liquid or gel</p> <p>2.3. Tip: 0.7mm, needle type</p> <p>2.4. With non-slip rubber grip</p> <p>2.5. With metal clip</p> <p>2.6. One (1) piece barrel (non-refillable)</p> <p>2.7. Writing Length: One (1) km (min)</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>	10	P23.00	P230.00

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	Piece	<p>SIGN PEN, Extra fine tip, blue</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. Type: Liquid or gel</p> <p>2.3. Tip: 0.5mm, needle type</p> <p>2.4. With non-slip rubber grip</p> <p>2.5. With metal clip</p> <p>2.6. One (1) piece barrel (non-refillable)</p> <p>2.7. Writing Length: One (1) km (min)</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>	338	P22.00	P7,436.00
3	Pack	<p>BATTERY, dry cell, size AA</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. 1.5 volts</p> <p>2.2. Alkaline</p> <p>2.3. Two (2) pieces per blister pack</p> <p>2.4. No mercury and cadmium added</p> <p>2.5. Minimum of thirty (30) minutes runtime with a current draw of 1.0 Amp until cut-off at one (1) volt.</p> <p>2.6. Shelf Life: Five (5) years (min) from date of acceptance</p> <p>2.7. Brand and shelf life shall be engraved/ embossed/ printed on the item</p>	120	P40.00	P4,800.00

		<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>			
4	Pack	<p>BATTERY, dry Cell, AAA</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. 1.5 volts</p> <p>2.2. Alkaline</p> <p>2.3. Two (2) pieces per blister pack</p> <p>2.4. No mercury and cadmium added</p> <p>2.5. Minimum of thirty (30) minutes runtime with a current draw of 1.0 Amp until cut-off at one (1) volt.</p> <p>2.6. Shelf Life: Five (5) years (min) from date of acceptance</p> <p>2.7. Brand and shelf life shall be engraved/ embossed/ printed on the item</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>	200	P42.00	P8,400.00
5	Roll	<p>TAPE, electrical</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</p>	32	P50.00	P1,600.00

		<p>and services charges</p> <p>2.TECHNICAL SPECIFICATIONS</p> <p>2.1. Made of PVC</p> <p>2.2. Length: 16 meters (min.)</p> <p>2.3. Width: 18mm (min.)</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	Roll	<p>TAPE, packaging</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. Width: 48mm (±1mm)</p> <p>2.2. Length: 50meters (min)</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>	59	P28.00	P1,652.00
7	Pack	<p>FOLDER, L-type, Legal</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>	6	P325.00	P1,950.00

		<p>2.TECHNICAL SPECIFICATIONS</p> <p>2.1. for Legal size documents</p> <p>2.2. Material: Plastic</p> <p>2.3. Size (min.): 235mm x 346mm</p> <p>2.4. Thickness (min.): 0.17mm</p> <p>2.5. Transparent for easy identification of contents</p> <p>2.6. Color: Clear</p> <p>2.7. Content: 50pcs/pack</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>			
8	Box	<p>RUBBER BAND No. 18</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. Net weight (min.): 350 grams</p> <p>2.2. Width (min.): 1.00 mm</p> <p>2.3. Thickness (min.): 1.00 mm</p> <p>2.4. Lay Flat Length (+10%): 70mm</p> <p>2.5. Tensile Strength (min.): 9.81Mpa</p> <p>2.6. Elongation (min.): 500%</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>	1	P160.00	P160.00
9	Piece	<p>STAMP PAD, felt</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>	11	P58.00	P638.00

		<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. Made of metal, plastic or combination of plastic and metal</p> <p>2.2. Metallic material ball be resistant to rust under normal usage</p> <p>2.2.1. Thickness of Metal: 0.20mm (min.)</p> <p>2.3. Stamp bed shall be composed of an absorbent material, pre-inked</p> <p>2.4. Absorbent material to be used is felt or its equivalent</p> <p>2.4.1. Thickness of Felt: 5mm (min.)</p> <p>2.5. Stamp Bed Size:</p> <p>2.5.1. Width: 60mm (min.)</p> <p>2.5.2. Length: 100mm (min.)</p> <p>2.6. Shall conform with the performance requirements for stamp pad felt</p> <p>2.6.1. Blotting Resistance: The ink shall be uniform and the blotting shall not be significant</p> <p>2.6.2. Transcription Resistance: The trace of transcription shall not be significant</p> <p>2.6.3. Impact Resistance: The fit of each part shall be free from abnormalities</p> <p>2.7. Plastic material/component shall be resistant to impact and ink</p> <p>2.8. Brand shall be engraved/ embossed/ printed on the item</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>			
10	Piece	<p>STAPLE REMOVER, plier type</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>	27	P65.00	P1,755.00

		<p>2.TECHNICAL SPECIFICATIONS</p> <p>2.1. Type: Plier</p> <p>2.2. Material: Metal</p> <p>2.3. Performance Test</p> <p>2.3.1. The wedge-shaped blade shall slide under No. 35 staple wire easily.</p> <p>2.3.2. Shall be able to remove No. 35 staple wire from 10 to 20 sheets of 70gsm Multi-Purpose material without tearing the paper.</p> <p>2.4. Durability Test</p> <p>2.4.1. When dropped four (4) times from a standard table height of 70cm, the staple remover shall maintain proper alignment of parts and show no sign of damage that may affect its usability.</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>			
11	Pad	<p>NOTE PAD, stick on, 76mm x 100mm</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: 76mm × 100mm (3" × 4") (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>	58	P28.00	P1,624.00

12	Pad	<p>NOTE PAD, stick on, 76mm x 76mm</p> <p>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</p> <p>2. TECHNICAL SPECIFICATIONS 2.1. Size: 76mm x 76mm (3" x 3") (min) 2.2. Basis Weight: 70gsm (min) 2.3. Sheet Thickness: 0.09mm (min) 2.4. Brand shall be printed on the item 2.5. Packaging: 100 sheets per pad</p> <p>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</p> <p>(Please see attached quotation.)</p>	12	P25.00	P300.00
13	Roll	<p>DOUBLE SIDED TAPE</p> <p>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</p> <p>2. TECHNICAL SPECIFICATIONS 2.1. Length: 5 meters (min.) 2.2. Width: 18mm (min.)</p> <p>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</p> <p>(Please see attached quotation.)</p>	55	P22.00	P1,210.00

14	Pack	<p>MANILA PAPER</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: at least 30x45 inches</p> <p>2.2. 5 sheets per pack</p> <p>2.3. Color: Yellow</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>	23	P30.00	P690.00
15	Piece	<p>PLASTIC ENVELOPE</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: Long or at least 13 inches.</p> <p>2.2. without handle</p> <p>2.3. Color: Transparent</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>	14	P18.00	P252.00

16	Piece	<p>CERTIFICATE HOLDER</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 ABC includes all applicable government taxes and services charges</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Size: A4</p> <p>2.2. made of plastic materials</p> <p>2.3. Color: Blue</p> <p>2.4. Provide sample for approval</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>	170	P45.00	P7,650.00
17	Box	<p>DISPOSABLE GLOVES</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. Material: Nitrile</p> <p>2.2 Type: Powder-Free</p> <p>2.3. Quantity: 100 pcs/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>	3	P160.00	P480.00

18	Pack	<p>GLUE STICK (FOR GLUE GUN)</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: Small or at least 7.5"</p> <p>2.2. Packaging: 6 pieces per pack</p> <p>2.3. Compatible with most glue guns, these sticks provide a strong hold for a variety of material</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>	3	P40.00	P120.00
19	Pack	<p>GLUE STICK (FOR GLUE GUN)</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: Big or at least 7.75"</p> <p>2.2. Packaging: 3 pieces per pack</p> <p>2.3. Compatible with most glue guns, these sticks provide a strong hold for a variety of material</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>	1	P45.00	P45.00

20	Piece	<p>GLUE STICK (PASTE)</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. Non-Toxic Glue Paste Stick</p> <p>2.2. Twist to Use</p> <p>2.3. Color: White Color Adhesive Paste</p> <p>2.4. Weight: at least 22grams</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	P65.00	P390.00
21	Pack	<p>LAMINATING FILM</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. Ideal material to protect porous materials and documents from fading, fingerprints, smudging, and moisture</p> <p>2.2. Attr: 250 Microns</p> <p>2.3. Size: A4</p> <p>2.4. Color: Clear</p> <p>2.5. Packaging: 20 sheets per pack</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>	30	P300.00	P9,000.00

		STICKER PAPER 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. For Laserjet Printer 2.2. Size: A4 2.3. Material: Glossy 2.4. Packaging: 10 pieces per pack 2.5. 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.)			
22	Pack		60	P46.00	P2,760.00
				TOTAL:	P53,142.00
(Total Amount in Words)			Fifty-Three Thousand One Hundred Forty-Two 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)

(Date)




Digitally signed by

Jeffrey Abriot

FRANZ A. DE LEON, Ph.D.

Director, DOST-ASTI

Fund Cluster:	<u>01</u>	ORS / BURS No.:	<u>02101012025-03-000191</u>
Funds Available:	<u>Php 53,142.00</u>	ORS / BURS Date:	<u>MARCH 06, 2025</u>
		Amount:	<u>P 53,142.00</u>
<div> <div>  </div> <div> <div>GAY CONCEPCION S. BUGAGAO</div> <div>Accountant III</div> </div> </div>			



06 March 2025

NOTICE TO PROCEED
ALTERNATIVE MODE OF PROCUREMENT

Ms. MARITES V. DONATO
Owner
HALDEN GENERAL MERCHANDISE
190 Blk 36 Welfareville Compd.
Brgy. Addition Hills, Mandaluyong City

Dear Ms. Donato,

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

Contract Name	: Supply and Delivery of Various Office Supplies
Purchase Request No.	: GAA-25-01-20621
Purchase / Work Order No.	: 25-03-045
Total Contract Price	: Php 53,142.00
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: Fifty Three Thousand One Hundred Forty Two Pesos

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

DATE OF ISSUANCE:

MAR 11 2025

RECEIVED BY:

Signature over Printed Name

Date and Time

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