



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:	ZIONEYES GENERAL MERCHANDISE	PO No.:	25-03-047
Address:	40 B Miami St., Silangan 3, Cubao, Quezon City 1109	PO Date:	March 13, 2025
TIN:	241-143-052-000	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:	Provided for under description
Date of Delivery:		Payment Term:	Government Terms
		Warranty Term:	

Stock / Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	Piece	<p>2025 National Women’s Month Advocacy Polo Shirt</p> <p>1. BACKGROUND AND OBJECTIVE</p> <p>1.1 2025 National Women’s Month Celebration (NWMC) carries the sub-theme: “Babae sa Lahat ng Sektor, Aangat ang Bukas sa Bagong Pilipinas.” This reinforces the core objective of RA 9710, or the Magna Carta of Women—to empower women, promote gender equality, and ensure equitable access to resources and opportunities. In support of this celebration, DOST-ASTI is seeking qualified and competent bidders for the supply and delivery of polo shirts which shall be distributed to DOST-ASTI staff.</p> <p>1.2. The Approved Budget for the Contract (ABC) is inclusive of government taxes and other applicable charges</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Polo Shirt</p> <p>2.2. Quantity: Three Hundred (300) pieces</p> <p>2.3. Different sizes (S/M/L/XL/2XL/3XL/4XL)</p> <p>2.4. Supplier shall conform with the design provided by the Philippine by the Philippine Commission on Women. Please see the attached illustration.</p>	300	P315.00	P94,500.00

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

		<p>2.4. Color: Royal Purple</p> <p>2.5. Texture Type: Cotton or honeycomb</p> <p>2.6. Printing Method: Heat Transfer/DTG/DTF</p> <p>2.7. Print Design: Print size must be visually clear and readable</p> <p>2.8. Final quantity of shirts per sizes shall be provided by the end-user five (5) calendar days upon issuance of Notice to Proceed (NTP).</p> <p>2.9. Supplier shall submit a sample with print of illustration/design of DOST-ASTI, for checking and approval of end-user, within three (3) calendar days upon issuance of NTP.</p> <p>3. WARRANTY</p> <p>3.1. Supplier warrants items against defects in manufacturing and shipping/delivery issues.</p> <p>3.2. Replacement should be provided for defective shirts, within seven (7) calendar days upon receipt of notice from the end-user and/or DOST-ASTI Property and Supply Section.</p> <p>4. TERMS OF DELIVERY AND PAYMENT</p> <p>4.1. Delivery shall be as follows:</p> <p>4.1.1. One hundred fifty (150) polo shirts shall be delivered to DOST-ASTI within ten (10) calendar days upon approval of final design.</p> <p>4.1.2. One hundred fifty (150) polo shirts shall be delivered, once again, to DOST-ASTI within twenty (20) calendar days after the first delivery.</p> <p>4.2. Price is inclusive of government taxes, VAT, delivery, handling, shipping, packaging, and other applicable fees and charges.</p> <p>4.3. Progress payment terms. Payment shall be processed upon satisfactory completion of the delivery of polo shirts as stated in 4.1.</p> <p>(Please see attached quotation.)</p>			
2	Piece	<p>2025 National Women’s Month Advocacy Collaterals (Drawstring Bag)</p> <p>1.1 2025 National Women’s Month Celebration (NWMC) carries the sub-theme: “Babae sa Lahat ng Sektor, Aangat ang Bukas sa Bagong Pilipinas.” This reinforces the core objective of RA 9710, or the Magna Carta of Women—to empower women, promote gender equality, and</p>	100	P125.00	P12,500.00

	<p>ensure equitable access to resources and opportunities. In support of this celebration, DOST-ASTI is seeking qualified and competent bidders to supply and deliver Drawstring bags, which shall be distributed to DOST-ASTI staff who will participate in various Women's Month activities.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Drawstring Bag</p> <p>2.2. Quantity: One Hundred (100) pieces</p> <p>2.3. Size of the bag: 13 x 16.5 inches</p> <p>2.4. Supplier shall conform with the design provided by the Philippine by the Philippine Commission on Women. Please see the attached illustration.</p> <p>2.4. Color: White</p> <p>2.5. Materials: Nylon</p> <p>2.6. Printing Method: Heat Transfer/DTG/DTF</p> <p>2.7. Print Design: Print size must be visually clear and readable</p> <p>2.8. Supplier shall submit a sample with print of illustration/design of DOST-ASTI, for checking and approval of end-user, within three (3) calendar days upon issuance of NTP.</p> <p>3. WARRANTY</p> <p>3.1. Supplier warrants items against defects in manufacturing and shipping/delivery issues.</p> <p>3.2. Replacement should be provided for defective bags, seven (7) calendar days upon receipt of notice from the end-user and/or DOST-ASTI Property and Supply Section.</p> <p>4. TERMS OF DELIVERY AND PAYMENT</p> <p>4.1. Supplier must deliver the items within fifteen (15) calendar days upon approval of sample.</p> <p>4.2. Price is inclusive of government taxes, VAT, delivery, handling, shipping, packaging, and other applicable fees and charges.</p> <p>4.3. Payment shall be processed upon satisfactory completion of the delivery of items.</p> <p>(Please see attached quotation.)</p>			
			TOTAL:	P107,000.00
(Total Amount in Words)			One Hundred Seven 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)

(Date)


FRANZ A. DE LEON, Ph.D.
Director, DOST-ASTI

Digitally
signed by
Jeffrey
Aborot

Fund Cluster:	01	ORS / BURS No.:	02101012025-03-000172
Funds Available:	Php 107,000.00	ORS / BURS Date:	MARCH 14, 2025
		Amount:	₱ 107,000.00
<div> GAY CONCEPCION S. BUGAGAO Accountant III</div>			



13 March 2025

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	: Supply and Delivery of Three Hundred (300) Pieces 2025 National Womens Month Advocacy Polo Shirt and One Hundred (100) Pieces 2025 National Womens Month Advocacy Collaterals (Drawstring Bag)
Purchase Request No.	: GAA-25-02-20727
Purchase / Work Order No.	: 25-03-047
Total Contract Price	: Php 107,000.00
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: One Hundred Seven Thousand Pesos

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 Jeffrey Aborot

DATE OF ISSUANCE:

MAR 17 2025

RECEIVED BY:

Signature over Printed Name

Date and Time