



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:	THE UPPER DECK LIFESTYLE AND LEISURE CORPORATION	PO No.:	25-03-049
Address:	Ortigas Techpoint Bldg. Ortigas Home Depot, 1 Dona Julia Vargas Ave., Ugong, Pasig City 1604	PO Date:	March 17, 2025
TIN:	009-339-920-000	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	Lot	<p><b>Procurement of Training Services for Basic Self-Defense Training</b></p> <p><b>1. GENERAL OVERVIEW</b></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. DOST-ASTI is seeking qualified and competent bidders for the procurement of basic self-defense training for DOST-ASTI as part of its celebration of the Women's Month</p> <p>1.2 The Approved Budget for the Contract is inclusive of all applicable government taxes and service charges.</p> <p><b>2. TECHNICAL SPECIFICATIONS</b></p> <p>2.1. Scope</p> <p>2.1.1 Conduct self-defense training for women which shall cover the following:</p> <p>2.1.1.1 Basic striking for self-defense: Mastering simple, effective strikes that</p>	1	P60,000.00	P60,000.00

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>work for anyone, no matter their size or strength.</p> <p>2.1.1.2 Developing a self-defense mindset</p> <p>2.1.1.3 Situational awareness &amp; recognizing escalations of violence</p> <p>2.1.1.4 Handling common physical attacks</p> <p>2.2 Length of Workshop: Minimum of three (3) hours up to four (4) hours</p> <p>2.3 Target Schedule of Workshop: Within March 2025, final schedule will be coordinated by end-user to service provider within five (5) calendar days upon issuance of Notice to Proceed.</p> <p>2.4 Location of Workshop: Within Quezon City</p> <p>2.5 Estimated No. of Participants: Between eighty (80) persons and one hundred (100) persons (Women)</p> <p>2.6 Package Rate: Rate must be inclusive of VAT and other fees/charges, as may be applicable.</p> <p>2.7 Package Inclusions: Must include instructors and equipment, if needed.</p> <p>3. DELIVERY AND PAYMENT TERMS</p> <p>3.1. The services must be delivered within the agreed schedule between the DOST-ASTI and service provider.</p> <p>3.2. Full payment shall only be made after the conduct of the self-defense training and submission of complete documentary requirements.</p> <p>(Please see attached quotation.)</p>			
			<b>TOTAL:</b>	<b>₱60,000.00</b>
<b>(Total Amount in Words)</b>			<b>Sixty Thousand 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)

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

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

Fund Cluster:	<u>01</u>	ORS / BURS No.:	<u>021011012025-03-000185</u>
Funds Available:	<u>Php 60,000.00</u>	ORS / BURS Date:	<u>MARCH 19, 2025</u>
		Amount:	<u>₱ 60,000.00</u>
<div> <b>GAY CONCEPCION S. BUGAGAO</b> Accountant III</div>			



17 March 2025

NOTICE TO PROCEED  
ALTERNATIVE MODE OF PROCUREMENT

Ms. YONINA COLLEEN C. CHAN  
Special Projects Manager  
THE UPPER DECK LIFESTYLE AND LEISURE CORPORATION  
Ortigas Techpoint Bldg. Ortigas Home Depot  
1 Dona Julia Vargas Ave.  
Ugong, Pasig City 1604

Dear Ms. Chan,

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

Contract Name	: Procurement of One (1) Lot Training Services for Basic Self-Defense Training
Purchase Request No.	: GAA-25-02-20749
Purchase / Work Order No.	: 25-03-049
Total Contract Price	: Php 60,000.00
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: Sixty Thousand Pesos

Upon issuance of this Notice, your company, **THE UPPER DECK LIFESTYLE AND LEISURE CORPORATION** 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  
Franz A. De Leon

DATE OF ISSUANCE:

RECEIVED BY:

20 MAR 2025

Signature over Printed Name

Date and Time