



PURCHASE ORDER

ASTI – FM 03-17
REV 3 / 10 October 2023

Supplier:	347 SCHOOL OFFICE SUPPLIES, INC.	PO No.:	25-04-059
Address:	347 Paz Ongsiaco Bldg., San Vicente St. Cor. T. Pinpin, Binondo, Manila 1006	PO Date:	April 15, 2025
TIN:	007-649-037-00000	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	Jar	<p>GLUE, all-purpose</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. Gross Weight (min.): 200 grams</p> <p>2.2. Container: plastic jar</p> <p>2.3. Cap: plastic non-stick easy open twist top</p> <p>2.4. With tapered applicator attached to the cap</p> <p>2.5. Shall not coagulate, separate or discolor during storage. Expiry date of one year (month-day-year) from date of delivery shall stamped on each plastic jar.</p> <p>2.6. Brand shall be engraved/ embossed/ printed on the item.</p> <p>3. DELIVERY AND PAYMENT TERMS</p> <p>3.1 Delivery of the items shall be made by the supplier fifteen (15) calendar days upon issuance of NTP.</p> <p>3.2 Full payment will only be given once the items are completely delivered, inspected and accepted by the end-user.</p>	16	P70.00	P1,120.00 <i>office sup</i>

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>3.3 Price must be inclusive of government taxes and other charges.</p> <p>(Please see attached quotation.)</p>			
2	Piece	<p>ENVELOPE, expanding, plastic</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 (LxW) (min): 380mm x 260mm</p> <p>2.2. Thickness (min): 0.50mm</p> <p>2.3. Expansion (min): 30mm</p> <p>2.4. with elastic strap</p> <p>3. DELIVERY AND PAYMENT TERMS</p> <p>3.1 Delivery of the items shall be made by the supplier fifteen (15) calendar days upon issuance of NTP.</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	P90.00	<p>P720.00</p> <p>office supplies</p>
3	Ream	<p>COLORED 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 ABC includes all applicable government taxes and services charges</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Basis Weight: 80gsm</p> <p>2.2. Packaging: 500 sheets per ream</p> <p>2.3. Size: Legal</p> <p>2.4. Color: Green</p> <p>3. DELIVERY AND PAYMENT TERMS</p> <p>3.1 Delivery of the items shall be made by the supplier fifteen (15) calendar days upon issuance of NTP.</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</p>	2	P485.00	<p>P970.00</p> <p>office supplies</p>

		<p>taxes and other charges.</p> <p>(Please see attached quotation.)</p>			
4	Box	<p>JUMBO ROLL TISSUE 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 ABC includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Made from 100% Virgin Pulp, 2-ply</p> <p>2.2. Size (min.): 24cm diameter across x 8.5cm wide</p> <p>2.3. Inclusion: 12rolls/box</p> <p>2.3.1. Shelf life: 3 years</p> <p>2.3.2. Anti-Clogging, Water Soluble and Flushable</p> <p>3. DELIVERY AND PAYMENT TERMS</p> <p>3.1 Delivery of the items shall be made by the supplier fifteen (15) calendar days upon issuance of NTP.</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	P1,500.00	<p>P4,500.00</p> <p>other supplier</p>
5	Pack	<p>PARACETAMOL</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. Form: Tab, 500g</p> <p>2.2. Packaging: 10 tabs/blister pack</p> <p>3. DELIVERY AND PAYMENT TERMS</p> <p>3.1 Delivery of the items shall be made by the supplier fifteen (15) calendar days upon issuance of NTP.</p> <p>3.2 Full payment will only be given once the items are completely delivered, inspected and accepted by the end-user.</p>	20	P75.00	<p>P1,500.00</p> <p>other supplier</p>

		<p>3.3 Price must be inclusive of government taxes and other charges.</p> <p>(Please see attached quotation.)</p>			
6	Pack	<p>PHOTO 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 ABC includes all applicable government taxes and services charges</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Attributes: 230 gsm, 300 microns</p> <p>2.2. Size: A4</p> <p>2.3. Type: High Gloss</p> <p>2.4. Packaging: 20 sheets per pack</p> <p>3. DELIVERY AND PAYMENT TERMS</p> <p>3.1 Delivery of the items shall be made by the supplier fifteen (15) calendar days upon issuance of NTP.</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>	50	₱130.00	<p>₱6,500.00</p> <p>office supply</p>
7	Piece	<p>STORAGE BOX</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. Material: Kraft with Lid</p> <p>2.2. Size: Size (approx.): 16x11x11 inches (LxWxH)</p> <p>3. DELIVERY AND PAYMENT TERMS</p> <p>3.1 Delivery of the items shall be made by the supplier fifteen (15) calendar days upon issuance of NTP.</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	₱120.00	<p>₱360.00</p> <p>Office Supplies</p>

				TOTAL:	₱15,670.00
(Total Amount in Words)				Fifteen Thousand Six Hundred Seventy 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 Aborot

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

Fund Cluster:	01	ORS / BURS No.:	021011012025-04-000255
Funds Available:	Php 15,670.00	ORS / BURS Date:	APRIL 21, 2025
		Amount:	₱ 15,670.00
<div>  </div> <div> GAY CONCEPCION S. BUGAGAO Accountant III </div>			



15 April 2025

NOTICE TO PROCEED
ALTERNATIVE MODE OF PROCUREMENT

Mr. DANILO D. AGUILAR
Authorized Representative
347 SCHOOL OFFICE SUPPLIES, INC.
347 Paz Ongsiaco Bldg.
San Vicente St. Cor. T. Pinpin
Binondo, Manila 1006

Dear Mr. Aguilar,

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-25-03-20780</u>
Purchase / Work Order No.	: <u>25-04-059</u>
Total Contract Price	: <u>₱15,670.00</u>
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: <u>Fifteen Thousand Six Hundred Seventy Pesos</u>

Upon issuance of this Notice, your company, **347 SCHOOL OFFICE SUPPLIES, INC.** 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

DATE OF ISSUANCE:

28 APR 2025

RECEIVED BY:

Signature over Printed Name

Date and Time