



Republic of the Philippines
Department of Science and Technology
ADVANCED SCIENCE AND TECHNOLOGY INSTITUTE



ASTI – FM 03-17
REV 2 / 31 January 2020

PURCHASE ORDER

Supplier:	DART PRINTING SERVICES	PO No.:	23-05-068
Address:	107 Maginhawa St., Teachers Village East, Quezon City 1101	PO Date:	May 15, 2023
TIN:	288-963-494-00000	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:	Thirty (30) 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	Lot	<p>Customized Polo Shirt with Trademarks</p> <p>1. GENERAL OVERVIEW</p> <p>1.1 The Advanced Science and Technology Institute is seeking a qualified and competent supplier for the supply and delivery of ninety-eight (98) pieces customized Polo Shirt.</p> <p>1.2 The approved budget for the contract is inclusive of all applicable government taxes and service charges</p> <p>1.3 The technical specifications indicated herein are a minimum requirement unless otherwise specified.</p> <p>2. SPECIFICATIONS</p> <p>2.1. The supplier must abide by and meet the following specifications:</p> <p>2.1.1. Quantity: 98 pcs</p> <p>2.1.2. Color: Navy Blue with white collar and white lining in cuff</p> <p>2.1.3. Design to be provided by ASTI</p> <p>2.1.4. Sizes:</p> <p>2.1.4.1. 10 pcs Extra Small, 18 pcs Small, 20 pcs Medium, 20 pcs Large, 20 pcs X-Large, 5 pcs XX-Large and 5 pcs XXX-Large.</p> <p>2.1.4.1.1. Inclusive of additional fee for big sizes</p> <p>2.1.5. Minimum of nine (9) logos embroidered at the back of the polo shirt (TLO and trademarks of ASTI) and one (1) DOST-ASTI embroidered in front.</p> <p>2.1.5.1. Inclusive of program fee for logos</p> <p>2.2. Quality of cloth:</p> <p>2.2.1. Welt collar & cuffs</p> <p>2.2.2. Clean-finished placket with two (2) wood-tone buttons</p> <p>2.2.3. Four (4) threads seams & taped neck</p> <p>2.2.4. Double-needle shoulder stitches and side slits</p> <p>2.2.5. Double-needle bottom hem</p> <p>2.2.6. 6.5 Oz. Super combed CVC Cotton Lacoste Fabric</p> <p>2.3. Sampling requirements:</p> <p>2.3.1. The winning bidder must submit one (1) customized sample polo shirt, which is included in their cost estimate.</p> <p>2.3.2. Sample polo shirt must be submitted within</p>	1	₱59,505.60	₱59,505.60

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;
Fax No. : +632 8426-9764


	<p>seven (7) calendar days upon issuance of Notice to Proceed (NTP).</p> <p>2.3.3 Maximum number of revisions: Three (3)</p> <p>3. PAYMENT AND DELIVERY TERMS</p> <p>3.1. Delivery of Goods and/or performance of services shall be made by the supplier within thirty (30) calendar days upon issuance of Notice to Proceed.</p> <p>3.2. Payment shall be made only upon certification/acceptance by the End User to the effect that the Goods have been rendered or delivered in accordance with the terms of this Contract and have been duly inspected and accepted. No payment shall be made for services not yet rendered or for the supplies and material not yet delivered under this Contract.</p> <p>3.3. The price of the bid must be inclusive of government tax and fees.</p> <p>(Please see attached quotation.)</p>		
		TOTAL:	P59,505.60
(Total Amount in Words)	Fifty Nine Thousand Five Hundred Five Pesos and Sixty Centavos 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:

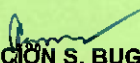
Very Truly Yours,

(Signature over Printed Name of Supplier)


FRANZ A. DE LEON, Ph.D. Ph.D.

Director, DOST-ASTI

(Date)

Fund Cluster:	<u>01</u>	ORS / BURS No.:	<u>011011012023-05-000314</u>
Funds Available:	<u>PHP 59,505.60</u>	ORS / BURS Date:	<u>May 16, 2023</u>
		Amount:	<u>₱ 59,505.60</u>
 GAY CONCEPCION S. BUGAGAO Accountant III			



Republic of the Philippines

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15 May 2023

NOTICE TO PROCEED
ALTERNATIVE MODE OF PROCUREMENT

Ms. JULIE FLORMATA
Sales and Account Assistant
DART PRINTING SERVICES
107 Maginhawa St., Teachers Village East
Quezon City 1101

Dear Ms. Flormata,

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

Contract Name	: Supply and Delivery of One (1) Lot Customized Polo Shirt with Trademarks
Purchase Request No.	: GAA-23-03-16446
Purchase / Work Order No.	: 23-05-068
Total Contract Price	: Php 59,505.60
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: Fifty Nine Thousand Five Hundred Five Pesos and Sixty Centavos

Upon issuance of this Notice, your company, **DART PRINTING SERVICES** 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
Director

DATE OF ISSUANCE:

MAY 16, 2023

RECEIVED BY:

Signature over Printed Name

Date and Time

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ASTI-FM 03-19
REV 1 / 13 January 2020