



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: | RYRAH MERCHANDISING | PO No.: | 25-04-060 |
| Address: | 86 Cordillera St., Sta. Mesa Heights, Lourdes 1, Quezon City | PO Date: | April 21, 2025 |
| TIN: | 210-690-439-000 | 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>WASTEBASKET</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. Square, rectangular, oval or round shape</p> <p>2.2. Made of rigid plastic</p> <p>2.3. Thickness (min.): 1.20mm</p> <p>2.4. Height (min.): 225mm</p> <p>2.5. Full Volume (min.): 8.5 liters</p> <p>2.6. Colors: one (1) color only in Red, Blue or 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 taxes and other charges.</p> <p>(Please see attached quotation.)</p> | 10 | P70.00 | P700.00 <i>other supplies</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

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|---|--------|---|----|---------|--|
| 2 | Pack | <p>TISSUE, INTERFOLDED PAPER TOWEL</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: 34gsm (+/-2gsm)</p> <p>2.2. Sheet Dimension:</p> <p>2.2.1. Width: 200mm (±3mm)</p> <p>2.2.2. Length: 200mm (±3mm)</p> <p>2.3. Raw materials from 100% recycled fiber</p> <p>2.4. Total number of sheets per pack: 150 pulls</p> <p>2.5. Number of Ply: One (1) ply</p> <p>2.6. Paper shall be at least Elemental Chlorine Free (ECF)</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> | 45 | P45.00 | <p>P2,025.00</p> <p><i>office supplies</i></p> |
| 3 | Bottle | <p>DISHWASHING LIQUID</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. Scented</p> <p>2.2. Form: Liquid</p> <p>2.3. Volume: 500ml (net content)</p> <p>2.4. Bottle: Pump dispenser plastic, individually shrink wrapped</p> <p>2.5. With Consumer Product Safety Commission approved or FDA certificate of product registration/notification</p> <p>2.6. PACKAGING: Standard packaging of the manufacturer</p> | 25 | P130.00 | <p>P3,250.00</p> <p><i>office supplies</i></p> |

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|---|-------|--|---|---------|---------------------------------------|
| | | <p>2.7. With adequate instructions for proper usage and disposal</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> | | | |
| 4 | 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 ABC includes all applicable government taxes and services charges</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Material: Plastic</p> <p>2.2 Quantity: 100 pcs/box</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> | 1 | P100.00 | <p>P100.00</p> <p>Other Supplies</p> |
| 5 | 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 ABC 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 36grams</p> | 2 | P75.00 | <p>P150.00</p> <p>Office Supplies</p> |

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|---|--------|---|---|---------|---|
| | | <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> | | | |
| 6 | Bottle | <p>POVIDONE IODINE</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. Broad-spectrum microbicide for topical use in minor wounds, cuts, abrasions, burns & post-op wounds</p> <p>2.2. Size: 120ml</p> <p>2.3. Each solution contains 10% Povidone-iodine</p> <p>2.4. For external use only</p> <p>2.5. Brand shall be engraved/embossed/printed/permanently stickered 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> <p>3.3 Price must be inclusive of government taxes and other charges.</p> <p>(Please see attached quotation.)</p> | 3 | P135.00 | <p>P405.00</p> <p>other supplies</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> | 1 | P135.00 | <p>P135.00</p> <p>Semi- Furniture picture</p> |

| | | | | | |
|--------------------------------|------|--|---|---------------|-------------------------------------|
| | | <p>2.1. Material: Plastic with Lid 2.2. Color: White 2.3. Size: at least 6L</p> <p>3. DELIVERY AND PAYMENT TERMS 3.1 Delivery of the items shall be made by the supplier fifteen (15) calendar days upon issuance of NTP. 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> | | | |
| 8 | Pack | <p>VELLUM BOARD PAPER</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 ABC includes all applicable government taxes and services charges.</p> <p>2. TECHNICAL SPECIFICATIONS 2.1. Size: A4 Vellum Board 2.2. Basis Weight: 180 gsm 2.3. Packaging: 10 sheets per pack 2.4. Color: white or cream</p> <p>3. DELIVERY AND PAYMENT TERMS 3.1 Delivery of the items shall be made by the supplier fifteen (15) calendar days upon issuance of NTP. 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> | 40 | P35.00 | P1,400.00 <i>Office Supplies</i> |
| | | | | TOTAL: | P8,165.00 |
| (Total Amount in Words) | | | Eight Thousand One Hundred Sixty-Five 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,




FRANZ A. DE LEON, Ph.D.

Director, DOST-ASTI

Digitally signed by
Jeffrey
Abonot

(Signature over Printed Name of Supplier)

(Date)

| | | | |
|---|--------------|------------------|------------------------|
| Fund Cluster: | 01 | ORS / BURS No.: | 021011012025-04-000273 |
| Funds Available: | Php 8,165.00 | ORS / BURS Date: | APRIL 23, 2025 |
| | | Amount: | ₱ 8,165.00 |
| <div> GAY CONCEPCION S. BUGAGAO Accountant III</div> | | | |



21 April 2025

NOTICE TO PROCEED
ALTERNATIVE MODE OF PROCUREMENT

Mr. RYAN L. TANBENGCO
Proprietor
RYRAH MERCHANDISING
#86 Cordillera St.
Sta. Mesa Heights, Quezon City

Dear Mr. Tanbengco,

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>25-04-060</u> |
| Total Contract Price | : <u>₱8,165.00</u> |
| (inclusive of taxes, import duties and all other charges or fees) | |
| Total Contract Price in Words | : <u>Eight Thousand One Hundred Sixty-Five Pesos</u> |

Upon issuance of this Notice, your company, **RYRAH MERCHANDISING** 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:

21 APR 2025

RECEIVED BY:

Signature over Printed Name

Date and Time