



PURCHASE ORDER

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

Supplier:	ZIONEYES GENERAL MERCHANDISE	PO No.:	25-04-068
Address:	40 B Miami St., Silangan 3, Cubao, Quezon City 1109	PO Date:	April 28, 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	Lot	<p><b>Customized DOST-ASTI Tokens for PIA Press Conference</b></p> <p>1. BACKGROUND AND OBJECTIVES 1.1. DOST-ASTI is seeking qualified and competent bidders for the supply and delivery of one hundred (100) sets of customized travel kits with DOST-ASTI branding to be used as tokens for Philippine Information Agency Press Conference on May 2025. 1.2. The Approved Budget for the Contract is inclusive of all applicable government taxes and service charges.</p> <p>2. TECHNICAL SPECIFICATIONS 2.1. One hundred (100) sets of customized travel kits with DOST-ASTI branding, each set to include the following items: 2.1.1. Tote Bag 2.1.1.2. Color: Beige 2.1.1.3. Fabric Type: Thick canvas 2.1.1.4. Twenty-one (21) inches handles (approximate) 2.1.1.5. Size: 12 x 14 x 4 inches (approximate) 2.1.1.6. Logo for Printing: Silk screen (preferred) or digital DTF printing 2.1.1.7. With DOST-ASTI Branding such as the DOST-ASTI logo, wordmark, and tagline artwork (refer to end-user specifications and layout attached)</p>	1	₱70,700.00	₱70,700.00



	<div>2.1.2. Bag Tag</div> <div>2.1.2.1. Color: Brown (Preferred)</div> <div>2.1.2.2. Material: Faux Leather</div> <div>2.1.2.3. Logo for Printing: Engraved (Preferred)</div> <div>2.1.2.4. Tag Size: 2.5 x 3 inches (Approximate)</div> <div>2.1.2.5. Strap size: 12 inches (Approximate)</div> <div>2.1.2.6. With DOST-ASTI wordmark (refer to end-user specifications and layout attached) (refer to end-user specifications and layout attached)</div> <div>2.1.3. Cable Organizer</div> <div>2.1.3.1. Color: Black</div> <div>2.1.3.2. Fabric Type: Poly canvas</div> <div>2.1.3.3. Logo for Printing: Digital DTF Printing</div> <div>2.1.3.4. Size: 8.5 x 4.75 inches (approximate)</div> <div>2.1.3.5. Bag Strap Size: 4.5 inches (folded, approximate)</div> <div>2.1.3.6. With two (2) zippered compartments</div> <div>2.1.3.6. With DOST-ASTI logo (refer to end-user specifications and layout attached)</div> <div>2.2. SAMPLING REQUIREMENTS</div> <div>2.2.1. The supplier must submit one (1) customized sample of the item, which is included in their cost estimate.</div> <div>2.2.2. The end-user will provide the designs.</div> <div>Revisions may be made by the supplier, but only upon the approval of the end-user.</div> <div>2.2.3. Sample item/s must be submitted within seven (7) calendar days upon issuance of Notice to Proceed (NTP).</div> <div>2.2.4. Maximum Number of Revisions: Three (3)</div> <div>3. WARRANTY</div> <div>3.1. The supplier warrants the item against defects in the manufacturing and during shipping and delivery.</div> <div>3.2 Incorrect or disapproved items shall be immediately replaced by the supplier at no additional cost.</div> <div>4. PAYMENT AND DELIVERY TERMS</div> <div>4.1. Delivery of Goods and/or performance of services shall be made by the supplier on or before 10 May 2025.</div> <div>4.2. Payment shall be made only upon certification/acceptance by the End-user that the Goods are delivered in accordance with the terms of this Contract and are inspected and accepted. No payment shall be made for items not yet</div>				
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		delivered under this Contract. 4.3. The price must be inclusive of government taxes and other charges.  (Please see attached quotation.)			
				TOTAL:	P70,700.00
(Total Amount in Words)			Seventy Thousand Seven Hundred 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)

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

Digitally  
signed by  
Jeffrey A.  
Aborot

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

Fund Cluster:	01	ORS / BURS No.:	02101012025-D4-0002810
Funds Available:	Php 70,700.00	ORS / BURS Date:	APRIL 28, 2025
		Amount:	₱ 70,700.00
<div>GAY CONCEPCION S. BUGAGAO</div> <div>Accountant III</div>			



28 April 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	:	<b>Supply and Delivery of One (1) Lot Customized DOST-ASTI Tokens for PIA Press Conference</b>
Purchase Request No.	:	<b>OD-25-04-009A</b>
Purchase / Work Order No.	:	<b>25-04-068</b>
Total Contract Price	:	<b>₱70,700.00</b>
(inclusive of taxes, import duties and all other charges or fees)	:	
Total Contract Price in Words	:	<b>Seventy Thousand Seven Hundred Pesos</b>

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](mailto:bac-sec@asti.dost.gov.ph).

Respectfully,

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

Digitally  
signed by  
Jeffrey A.  
Aborot

DATE OF ISSUANCE:

RECEIVED BY:

\_\_\_\_\_

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Date and Time

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;  
Fax No. : +632 8426-9764

ASTI-FM 03-19  
REV 2 / 05 October 2023