



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:	GRAFIQ ADVERTISING SYSTEM CORPORATION	PO No.:	25-05-093
Address:	29 Scout Limbaga, Brgy. Laging Handa, Quezon City, 1103	PO Date:	May 27, 2025
TIN:	010-322-822-00000	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:	Thity (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><b>Supply and Delivery of Various Tokens for the ProcessFASTER Project</b></p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The Advanced Science and Technology Institute (ASTI) is seeking qualified and competent bidders for the supply and delivery of various tokens to be used during technology demonstrations, validation activities, information and communication campaigns with partners/stakeholders, etc. The token and their respective budget (per piece) are as follows:</p> <p>1.1.1 Bomber jackets – P1,344.00 per piece / 60pcs (P80,640.00)</p> <p>1.1.2 Plain Collared Shirt – P560.00 per piece / 60pcs (P33,600.00)</p> <p>1.1.3 Notebooks – P313.60 per piece / 50pcs (P15,680.00)</p> <p>1.1.4 Tote Bags – P 235.20 per piece / 57pcs (P 13,406.40)</p> <p>1.2. The Approved Budget for the Contract is inclusive of all applicable government taxes and services charges (i.e., program fee).</p> <p>2. SPECIFICATIONS</p> <p>2.1 Bomber jackets</p> <p>2.1.1 Quantity: Sixty (60) pieces</p> <p>2.1.2 Color: Black</p> <p>2.1.3 Fabric: Microfiber</p>	1	P143,326.40	P143,326.40

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>2.1.4 Logos</p> <p>2.1.4.1 Embroidered frontal and dorsal logos, project and agency names.</p> <p>2.1.4.2 Minimum of three (3) logos embroidered at the back of the jacket (trademarks and wordmarks of DOST Logo, ASTI Logo, and ProcessFASTER Logo, with agency name and project name) and one (1) ProcessFASTER Logo, with wordmark embroidered in front. Design to be provided by ASTI. Revisions may be made by the supplier, but only upon approval of end-user.</p> <p>2.1.4.3 The end-user shall provide logos five (5) calendar days upon issuance of Notice to Proceed (NTP).</p> <p>2.1.5 Sizes</p> <p>2.1.5.1 XS, S, M, L, XL, XXL, XXXL</p> <p>2.1.5.2 Breakdown of sizes will be provided by the end-user within five (5) calendar days upon issuance of NTP.</p> <p>2.1.6 Design and Layout</p> <p>2.1.6.1 The layout attached to the RFQ is subject to change (minimum changes only).</p> <p>2.1.6.2 Final design and layout shall be provided by the end-user five (5) calendar days upon issuance of NTP.</p> <p>2.1.6.3 Supplier must submit one (1) customized sample jacket similar to the design provided by the end-user (with similar approved swatches or cloth) which shows sample craftsmanship with sample embroidery within ten (10) calendar days upon receipt of final design from end-user.</p> <p>2.1.6.4 Maximum Number of Revisions: Three (3)</p> <p>2.2. Plain Collared Shirt</p> <p>2.2.1. Quantity: Sixty (60) pcs</p> <p>2.2.2. Color: Flax (Preferred)</p> <p>2.2.3. Design</p> <p>2.2.3.1. Minimum of three (3) logos embroidered at the back of the polo shirt (trademarks and wordmarks of DOST Logo, ASTI Logo, and ProcessFASTER Logo, with agency name and project name) and one (1) ProcessFASTER Logo, with wordmark embroidered in front. Design to be provided by ASTI. Revisions may be made by the supplier, but only upon approval of end-user.</p> <p>2.2.4. Sizes</p> <p>2.2.4.1 XS, S, M, L, XL, XXL, XXXL</p> <p>2.2.4.2 Breakdown of sizes will be provided by the end-user within five (5) calendar days upon issuance of NTP.</p> <p>2.2.5. Quality of Cloth:</p> <p>2.2.5.1. Welt collar and cuffs</p> <p>2.2.5.2. Clean-finished placket with two</p>			
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- (2) wood- tone buttons
  - 2.2.5.3. Four (4) threads seams & taped neck
  - 2.2.5.4. Double-needle shoulder stitches and side slits
  - 2.2.5.5. Double-needle bottom hem
  - 2.2.5.6. 6.5 oz. super combed CVC Cotton Lacoste fabric
- 2.2.6. Sampling requirements:
  - 2.2.6.1. The winning bidder must submit one (1) customized sample polo shirt, which is included in their cost estimate.
  - 2.2.6.2. Sample polo shirts must be submitted within seven (7) calendar days upon issuance of NTP.
  - 2.2.6.3. Maximum number of revisions: Three (3)
- 2.3. Notebooks
  - 2.3.1. Quantity: Fifty (50) pcs
  - 2.3.2. Color: Black (Preferred)
  - 2.3.3. Minimum of three (3) logos embroidered at the back of the notebook (trademarks and wordmarks of DOST Logo, ASTI Logo, and ProcessFASTER Logo, with agency name and project email) and one (1) ProcessFASTER Logo, with wordmark embroidered in front. Design to be provided by ASTI. Revisions may be made by the supplier, but only upon approval of end-user.
  - 2.3.4. Material
    - 2.3.4.1 Preferably leather with an engraved design (provided by ASTI)
    - 2.3.4.2 Hardbound with garterized lock & ribbon separator
    - 2.3.4.3 With glossy or embossed printing
    - 2.3.4.4 Dimension: 8.27 inches x 5.71 inches
- 2.4. Totebag
  - 2.4.1. Quantity: Fifty-seven (57) Pcs
  - 2.4.2. Color: White, beige or off-white
  - 2.4.3 21" web handles
  - 2.4.4 Size: Standard tote bag size, preferably 12 x 14 inches (Approx.)
  - 2.4.5 Sturdy 3" D Bottom Gusset
  - 2.4.6. Minimum of three (3) logos embroidered at the back of the tote bag (trademarks and wordmarks of DOST Logo, ASTI Logo, and ProcessFASTER Logo, with agency name and project name). Design to be provided by ASTI. Revisions may be made by the supplier, but only upon approval of end-user.



	<p>2.4.7. Fabric type: Cotton Canvass</p> <p>3. OTHER CONDITIONS</p> <p>3.1. Use of the ASTI name and logo branding/identity materials, including any and all variants, provided to the external provider/contractor/supplier shall solely be for the intended and authorized purpose under the issued Purchase Order (PO) and/or contract.</p> <p>3.2. The external provider/contractor/supplier, including any of its subcontractors, shall remove from their system any and all copies of the ASTI name and logo branding/identity materials after either the completion or cancellation of the PO and/or contract, and shall issue a signed certification thereof.</p> <p>4. WARRANTY</p> <p>4.1. The supplier warrants that the items are free from defects, as well as shipping/delivery issues.</p> <p>4.2. Defective/Incorrect items shall be replaced.</p> <p>5. PAYMENT AND DELIVERY TERMS</p> <p>5.1. Supplier/External Provider must submit breakdown of price quotations for each item following the corresponding budget provided in Section 1.1.</p> <p>5.2. Price must be inclusive of government taxes and other charges.</p> <p>5.3. Delivery of goods shall be made within thirty (30) calendar days upon issuance of NTP.</p> <p>5.4. Government terms, payment upon complete delivery.</p> <p>(Please see attached quotation.)</p>			
			TOTAL:	P143,326.40
(Total Amount in Words)		One Hundred Forty Three Thousand Three Hundred Twenty Six Pesos and Forty 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,

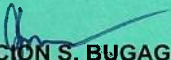
\_\_\_\_\_  
(Signature over Printed Name of Supplier)

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

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

Digitally signed by Jeffrey A. Aborot



Fund Cluster:	01	ORS / BURS No.:	021011012025-05-000913
Funds Available:	Php 143,326.40	ORS / BURS Date:	MAY 27, 2025
		Amount:	₱ 143,326.40
<div> GAY CONCEPCION S. BUGAGAO Accountant III</div>			



27 May 2025

**NOTICE TO PROCEED**  
ALTERNATIVE MODE OF PROCUREMENT

**Ms. ROSALINDA RODELAS**  
Sales Assistant  
**GRAFIQ ADVERTISING SYSTEM CORPORATION**  
29 Scout Limbaga  
Brgy. Laging Handa, Quezon City, 1103

Dear Ms. Rodelas,

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

Contract Name	: <b>Supply and Delivery of One (1) Lot Various Tokens for the ProcessFASTER Project</b>
Purchase Request No.	: <b>GAA-25-03-20938</b>
Purchase / Work Order No.	: <b>25-05-093</b>
Total Contract Price	: <b>Php 143,326.40</b>
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: <b>One Hundred Forty Three Thousand Three Hundred Twenty Six Pesos and Forty Centavos</b>

Upon issuance of this Notice, your company, **GRAFIQ ADVERTISING SYSTEM 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  
Jeffrey A.  
Aborot

DATE OF ISSUANCE:

**MAY 28 2025**

RECEIVED BY:

Signature over Printed Name

Date and Time

Postal Address : ASTI Bldg. UP Technology Park Complex  
CP Garcia Ave., Diliman, Quezon City 1101  
Website: : [www.asti.dost.gov.ph](http://www.asti.dost.gov.ph)  
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ASTI - FM 03-19  
REV 2 / 05 October 2023