



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:	KNIGHTS OF THE QUEEN ENTERPRISES OPC	PO No.:	25-06-111
Address:	Blk 3 Lot 24 Caspe St. Tierra Nova Royale 4, Brgy. 171, Bagumbong, Caloocan City 1421	PO Date:	June 03, 2025
TIN:	633-851-672-00000	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: 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>Supply and Delivery of T-shirt for Teambuilding Activity</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The DOST-ASTI is seeking qualified and competent bidders for the supply and delivery of Teambuilding T-shirt for the conduct of Teambuilding Activity on 10-11 June 2025 (tentative), with participation from all DOST-ASTI personnel.</p> <p>1.2. The Approved Budget for the Contract is inclusive of government taxes and other applicable charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Round-neck shirts made of soft polyester and dri-fit materials based on the design</p> <p>2.1.1. Quantity: Minimum of one hundred fifty (150) pieces, maximum of two hundred (200) pieces</p> <p>2.1.2. Shirt Design/Logo: Full sublimation print (Design to be provided by end-user)</p> <p>2.1.3. Size Range: XS/S/M/L/XL/2XL/3XL/4XL (List of breakdowns will be provided by DOST-</p>	1	P64,338.00	P64,338.00

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>ASTI)</p> <p>2.1.4. Breakdown/Count per Color:</p> <p>2.1.4.1. Red – Thirty-four (34) pcs</p> <p>2.1.4.2. Orange – Thirty-four (34) pcs</p> <p>2.1.4.3. Blue – Thirty-three (33) pcs</p> <p>2.1.4.4. Yellow – Thirty-three (33) pcs</p> <p>2.1.4.5. Pink – Thirty-three (33) pcs</p> <p>2.1.4.6. Green – Thirty-three (33) pcs</p> <p>2.2. Final quantity of shirts and breakdown of sizes and colors shall be provided by the end-user five (5) calendar days upon issuance of Notice to Proceed (NTP).</p> <p>2.3. Supplier shall submit a sample with print of illustration/design of DOST-ASTI, for checking and approval of end-user, within three (3) calendar days upon issuance of NTP.</p> <p>2.3.1. Maximum number of revisions: Three (3)</p> <p>3. WARRANTY</p> <p>3.1. The supplier warrants that the items are free from defects, as well as shipping/delivery issues.</p> <p>3.2. Defective/Incorrect items shall be replaced.</p> <p>4. PAYMENT AND DELIVERY TERMS</p> <p>4.1. Price is inclusive of government taxes, delivery, handling, shipping, packaging, and other applicable fees and charges.</p> <p>4.2. Supplier must replace the items delivered, in case of defects, within ten (10) calendar days upon receipt of notice from end-user.</p> <p>4.3. Items must be delivered within thirty (30) calendar days upon approval of the final design.</p> <p>(Please see attached quotation.)</p>			
			TOTAL:	P64,338.00
(Total Amount in Words)			Sixty Four Thousand Three Hundred Thirty Eight Pesos Only	

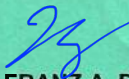
The contract price is inclusive of taxes and other fees or charges. In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s. Once the cumulative amount of liquidated damages 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 De Leon
Franz Asunta
FRANZ A. DE LEON, Ph.D.
Director, DOST-ASTI


Digitally
signed by
Jeffrey A.
Aborot

Fund Cluster:	01	ORS / BURS No.:	021D11012025-06-000413
Funds Available:	Php 64,338.00	ORS / BURS Date:	JUNE 03, 2025
		Amount:	₱ 64,338.00
<div> GAY CONCEPCION S. BUGAGAO Accountant III</div>			



03 June 2025

NOTICE TO PROCEED
ALTERNATIVE MODE OF PROCUREMENT

Ms. CHRISTINE CAMACHO
Account Executive
KNIGHTS OF THE QUEEN ENTERPRISES OPC
Blk 3 Lot 24 Caspe St. Tierra Nova Royale 4
Brgy. 171, Bagumbong, Caloocan City 1421

Dear Ms. Camacho,


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

Contract Name	: Supply and Delivery of One (1) Lot T-shirt for Teambuilding Activity
Purchase Request No.	: GAA-25-04-21101
Purchase / Work Order No.	: 25-06-111
Total Contract Price	: Php 64,338.00
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: Sixty Four Thousand Three Hundred Thirty Eight Pesos


Upon issuance of this Notice, your company, **KNIGHTS OF THE QUEEN ENTERPRISES OPC** 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,



Digitally signed by De
FRANZ A. DE LEON, Ph.D.
Director Asunta



Digitally signed by Jeffrey
A. Aborot

DATE OF ISSUANCE:

June 4, 2025

RECEIVED BY:

Signature over Printed Name

Date and Time

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