



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: | PHARMA QUEST CO.   | PO No.:              | 25-06-108                       |
| Address:  | 46 A Kalantiaw St., Project 4 Masagana, Quezon City 1109 | PO Date:             | June 02, 2025                   |
| TIN:      | 211-444-884-00000  | 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: | Per end-user's schedule |
| Date of Delivery:  |  | Payment Term:  | Government Terms        |
|                    |  | Warranty Term: |                         |

| Stock / Property No. | Unit | Description   | Quantity | Unit Cost  | Amount     |
|----------------------|------|---|----------|------------|------------|
| 1                    | Lot  | <p><b>QUADRIVALENT INFLUENZA VACCINE</b></p> <p><b>BACKGROUND AND OBJECTIVE</b></p> <p>1.1 The Department of Science and Technology (DOST) – Advanced Science and Technology Institute (ASTI) aims to ensure the protection of health of its workforce against influenza.</p> <p>1.2 To guarantee that the DOST-ASTI employees are safe against mild to severe illnesses which may be brought by the influenza, the agency is seeking for duly registered clinics to provide and administer influenza vaccines</p> <p><b>2. TECHNICAL REQUIREMENTS/SPECIFICATIONS</b></p> <p>2.1. Administration of QUADRIVALENT INFLUENZA VACCINES to cover a minimum of EIGHTY-FIVE (85) - maximum of NINETY (90) DOST-ASTI permanent employees.</p> <p>2.1.A. Tentative schedule of vaccination: June 18, 2025. The final schedule will be confirmed with one week notice before the intended schedule.</p> <p>2.2. The service provider shall provide a dedicated contact person who will be responsible in addressing concerns relative to the implementation of the contract.</p> <p>2.3. The service provider engaged to perform the administration of</p> | 1        | P63,450.00 | P63,450.00 |

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>Quadrivalent Influenza Vaccines must meet the following requirements:</p> <p>2.3.1. Shall provide a medical team, which may include either medical doctors or registered nurses, who shall be in-charge of administration of vaccines.</p> <p>2.3.2. Capable of conducting on-site administration located at DOST-ASTI Bldg., UP Technology Park Complex, CP Garcia Avenue, UP Campus, Diliman, Quezon City.</p> <p>2.3.3. The medical team shall observe the following minimum health and safety protocols:</p> <p>2.3.3.1. Shall give the list of personnel who will be on-duty during the scheduled on-site administration of vaccines and the same must be fully vaccinated against COVID-19.</p> <p>2.3.3.2. Proper wearing of face masks.</p> <p>2.3.3.3. Washing hands regularly or disinfecting hands using alcohol or alcohol-based sanitizer.</p> <p>2.3.3.4. Physical distancing and/or avoiding crowded settings.</p> <p>2.4. The DOST-ASTI shall have the right to terminate the services of the service provider for any unjustifiable cause.</p> <p>3. PAYMENT AND DELIVERY TERMS</p> <p>3.1. Payment shall be through send bill arrangement.</p> <p>3.2. Payment is inclusive of government taxes and other charges.</p> <p>3.3. All payments shall be subject to existing budgeting, accounting, and auditing laws, rules, and regulations.</p> <p>(Please see attached quotation.)</p> |  |   |                   |
|                                |   |  | <b>TOTAL:</b>   | <b>P63,450.00</b> |
| <b>(Total Amount in Words)</b> |   |  | <b>Sixty Three Thousand Four Hundred Fifty Pesos Only</b> |                   |


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.:  | 02101102025-06-000919 |
|   |               | ORS / BURS Date: | JUNE 03, 2025         |
| Funds Available:  | Php 63,450.00 | Amount:          | ₱ 63,450.00           |
| <div><br/>GAY CONCEPCION S. BUGAGAO<br/>Accountant III</div> |               |                  |                       |



02 June 2025

**NOTICE TO PROCEED**  
ALTERNATIVE MODE OF PROCUREMENT

**Ms. MARGERY M. FILIO**  
Operations Manager  
**PHARMA QUEST CO.**  
46 A Kalantiaw St.  
Project 4 Masagana  
Quezon City 1109

Dear Ms. Filio,

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

|   |  |
|---|--|
| Contract Name   | : <b>Supply and Delivery of One (1) Lot Quadrivalent Influenza Vaccine</b> |
| Purchase Request No.  | : <b>GAA-25-04-21104</b>   |
| Purchase / Work Order No.   | : <b>25-06-108</b>   |
| Total Contract Price  | : <b>Php 63,450.00</b>   |
| (inclusive of taxes, import duties and all other charges or fees) |  |
| Total Contract Price in Words                                     | : <b>Sixty Three Thousand Four Hundred Fifty Pesos</b>                     |

Upon issuance of this Notice, your company, **PHARMA QUEST CO.** 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:

**09 JUN 2025**

RECEIVED BY:

Signature over Printed Name

Date and Time

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