

AP 2025 - 06 - 0006
OKS 2025 - 06 - 00423



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:	GOLDEN PALACE PRINTING PRESS	PO No.:	25-06-105
Address:	Lot 2 Blk 4 Ocean Park Ave., Sauyo 2, Quezon City	PO Date:	June 02, 2025
TIN:	183-894-733-001	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:	Thirty (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	Piece	Jackets as tokens for trainings and other activities 1. TECHNICAL SPECIFICATIONS 1.1 Description: Customized jacket with embroidered logo and text 1.2 Quantity: 100 pieces 1.3 Color: Blue 1.4 Fabric: Polyester or better, preferably fabric with water-resistant, windproof, water-breathable, and stretch features 1.5 Two (2) inset side pockets with zipper 1.6 Adjustable cuffs 1.7 Full zip closure 1.8 Drawstring at the hem 1.9 Drawstring hood adjuster 1.10 Embroidered frontal and/or dorsal design or better 1.11 Individual plastic packaging 1.12 Design and Layout 1.12.1 The layout attached to the Request for Quotation (RFQ) is subject to change. Only minimum changes are allowed. 1.12.2 The end-user shall provide the final design and layout five (5) calendar days upon issuance of Notice to Proceed (NTP). 1.12.3 Supplier must submit one (1) customized sample similar to the design provided by the end-user, with similar approved swatches or cloth, showing sample craftsmanship and embroidery within ten (10) calendar days of receiving	100	₱850.00	₱85,000.00

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>the final design from the end-user.</p> <p>1.12.4 Maximum Number of Revisions: Three (3)</p> <p>1.12.5 Sizes</p> <p>1.12.5.1 XS, S, M, L, XL, XXL, 3XL, and 7XL</p> <p>1.12.5.2 The end-user will provide breakdown of sizes within five (5) calendar days of the issuance of NTP.</p> <p>1.12.5.3 No additional charges to DOST-ASTI for XL, XXL, 3XL, and 7XL sizes.</p> <p>2. PAYMENT AND DELIVERY TERMS</p> <p>2.1 Delivery of items shall be made by the supplier within thirty (30) calendar days upon issuance of NTP.</p> <p>2.2 Price must be inclusive of government taxes and other charges</p> <p>2.3 Payment upon complete delivery</p> <p>(Please see attached quotation.)</p>			
2	Piece	<p>Polo Shirts as tokens for trainings and other activities</p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1 Description: Customized polo shirt with embroidered logo and text</p> <p>1.2 Quantity: 100 pieces</p> <p>1.3 Color: Blue and/or White</p> <p>1.4 Fabric: Cotton or better</p> <p>1.5 Print: Embroidered frontal and/or dorsal design</p> <p>1.6 Finishing: Individual plastic packaging</p> <p>1.6.1 Design and Layout The layout attached to the RFQ is subject to change. Only minimum changes are allowed.</p> <p>1.6.2 The end-user shall provide the final design and layout five (5) calendar days upon issuance of NTP.</p> <p>1.6.3 Supplier must submit one (1) customized sample similar to the design provided by the end-user, with similar approved swatches or cloth, showing sample craftsmanship and embroidery within ten (10) calendar days of receiving the final design from the end-user.</p> <p>1.6.4 Maximum Number of Revisions: Three (3)</p> <p>1.6.5 Sizes</p> <p>1.6.5.1 XS, S, M, L, XL, XXL, 3XL, and 7XL</p> <p>1.6.5.2 The end-user will provide breakdown of sizes within five (5) calendar days of the issuance of NTP.</p> <p>1.6.5.3 No additional charges to DOST-ASTI for XL, XXL, 3XL, and 7XL sizes</p> <p>2. PAYMENT AND DELIVERY TERMS</p> <p>2.1 Delivery of items shall be made by the supplier within thirty (30) calendar days</p>	100	P360.00	P36,000.00


	upon issuance of NTP. 2.2 Price must be inclusive of government taxes and other charges. 2.3 Payment upon complete delivery. (Please see attached quotation.)			
			TOTAL:	₱121,000.00
(Total Amount in Words)			One Hundred Twenty One Thousand 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.:	021011012025-06-000423
Funds Available:	Php 121,000.00	ORS / BURS Date:	JUNE 05, 2025
		Amount:	₱ 121,000.00
<div>GAY CONCEPCION S. BUGAGAO Accountant III</div>			



02 June 2025

NOTICE TO PROCEED
ALTERNATIVE MODE OF PROCUREMENT

Ms. CAREN G. GALIVO
Authorized Representative
GOLDEN PALACE PRINTING PRESS
Lot 2 Blk 4 Ocean Park Ave.
Sauyo 2, Quezon City

Dear Ms. Galivo,

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

Contract Name	: Supply and Delivery of One Hundred (100) Pieces Jackets as tokens for trainings and other activities and Other Items
Purchase Request No.	: GAA-25-04-20996
Purchase / Work Order No.	: 25-06-105
Total Contract Price	: Php 121,000.00
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: One Hundred Twenty One Thousand Pesos

Upon issuance of this Notice, your company, **GOLDEN PALACE PRINTING PRESS** 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.
Abarat

DATE OF ISSUANCE:

02 JUN 2025

RECEIVED BY:

Signature over Printed Name

Date and Time

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