



Republic of the Philippines  
**DEPARTMENT OF SCIENCE AND TECHNOLOGY**  
**ADVANCED SCIENCE AND TECHNOLOGY INSTITUTE**



**PURCHASE ORDER**

ASTI – FM 03-17  
REV 4 / 09 June 2025

Supplier:	ZIONEYES GENERAL MERCHANDISE	PO No.:	25-06-130
Address:	40 B Miami St., Silangan 3, Cubao, Quezon Ciy, 1109	PO Date:	June 23, 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:	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	<p><b>Tote Bags as tokens for trainings and other activities</b></p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1 Description: Expandable canvass tote bag</p> <p>1.2 Quantity: 50 pieces</p> <p>1.3 Color: White or Off-white</p> <p>1.4 Fabric: Canvass or better</p> <p>1.5 Dimensions (Approximate): 17.5 in (length) X 15.5 in (width)</p> <p>1.6 Handle (Approximate): 25 in (length) X 1 in (width)</p> <p>1.7 Print: Sublimation or better</p> <p>1.8 Design and Layout</p> <p>1.8.1 The layout attached to the RFQ is subject to change. Only minimum changes are allowed.</p> <p>1.8.2 The end-user shall provide the final design and layout five (5) calendar days upon issuance of NTP.</p> <p>1.8.3 Supplier must submit customized sample similar to the design provided by the enduser, showing sample craftsmanship within ten (10) calendar days of receiving the final design from the end-user.</p> <p>1.8.4 Maximum Number of Revisions: Three (3)</p> <p>2. PAYMENT AND DELIVERY TERMS</p> <p>2.1 Delivery of items shall be made by the</p>	50	P280.00	P14,000.00

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>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><b>Coasters as tokens for trainings and other activities</b></p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1 Quantity: 100 pieces</p> <p>1.2 Material: Acacia wood or similar</p> <p>1.3 Dimensions (Approximate): 4 in (diameter) X 0.5 in (height)</p> <p>1.4 Print: Laser engraving or better</p> <p>1.5 Design and Layout</p> <p>1.5.1 The layout attached to the RFQ is subject to change. Only minimum changes are allowed.</p> <p>1.5.2 The end-user shall provide the final design and layout five (5) calendar days upon issuance of NTP.</p> <p>1.5.3 Supplier must submit customized sample similar to the design provided by the end-user, showing sample craftsmanship within ten (10) calendar days of receiving the final design from the end-user.</p> <p>1.5.4 Maximum Number of Revisions: Three (3)</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>	100	P150.00	P15,000.00
3	Piece	<p><b>Desk Pads as tokens for trainings and other activities</b></p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1 Description: Customized vegan leather desk mat with multi-purpose strap</p> <p>1.2 Quantity: 50 pieces</p> <p>1.3 Material: Vegan leather</p> <p>1.4 Color: Navy blue and/or black</p> <p>1.5 Dimensions (Approximate): 80 cm X 30 cm</p> <p>1.6 Print: Leather stamped or laser engraved or better</p> <p>1.7 Design and Layout</p>	50	P327.00	P16,350.00



		<p>1.7.1 The layout attached to the RFQ is subject to change. Only minimum changes are allowed.</p> <p>1.7.2 The end-user shall provide the final design and layout five (5) calendar days upon issuance of NTP.</p> <p>1.7.3 Supplier must submit customized sample similar to the design provided by the end-user, showing sample craftsmanship within ten (10) calendar days of receiving the final design from the end-user.</p> <p>1.7.4 Maximum Number of Revisions: Three (3)</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>			
4	Piece	<p><b>Note Pads Tokens as tokens for trainings and other activities</b></p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1 Description: Customized small notebook with pen and sticky notes</p> <p>1.2 Quantity: 100 pieces</p> <p>1.3 Color: Preferably blue</p> <p>1.4 Dimensions (Approximate): 4.5 in X 5.5 in</p> <p>1.5 Print: Direct-to-film or better</p> <p>1.6 Finishing: Individual plastic packaging</p> <p>1.7 Design and Layout</p> <p>1.7.1 The layout attached to the RFQ is subject to change. Only minimum changes are allowed.</p> <p>1.7.2 The end-user shall provide the final design and layout five (5) calendar days upon issuance of NTP.</p> <p>1.7.3 Supplier must submit customized sample similar to the design provided by the end-user, showing sample craftsmanship within ten (10) calendar days of receiving the final design from the end-user.</p> <p>1.7.4 Maximum Number of Revisions: Three (3)</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</p>	100	P165.00	P16,500.00




		taxes and other charges. 2.3 Payment upon complete delivery.  (Please see attached quotation.)			
				TOTAL:	P61,850.00
(Total Amount in Words)			Sixty One Thousand Eight Hundred Fifty 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.:	02101102025-00-000473
		ORS / BURS Date:	JUNE 23, 2025
Funds Available:	Php 61,850.00	Amount:	₱ 61,850.00
<div>GAY CONCEPCION S. BUGAGAO _____ Accountant III</div>			



23 June 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	: Supply and Delivery of Fifty (50) Pieces Tote Bags as tokens for trainings and other activities and Other Items
Purchase Request No.	: GAA-25-04-20996
Purchase / Work Order No.	: 25-06-130
Total Contract Price	: Php 61,850.00
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: <b>Sixty One Thousand Eight Hundred Fifty 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.

Respectfully,

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

Digitally  
Signed by  
Jeffrey A.  
Aborot

DATE OF ISSUANCE:

**30 JUN 2025**

RECEIVED BY:

Signature over Printed Name

Date and Time