



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:	JEWEL CRAFTERS OPC	PO No.:	25-07-157
Address:	279 Contreras St., Calvario, Meycauayan City, Bulacan	PO Date:	July 18, 2025
TIN:	010-750-682-00000	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>Tokens for PRAISE Educational Awardees</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders for the Supply and Delivery of Program on Awards and Incentives for Service Excellence (PRAISE) tokens, which will be given to Educational awardees FY 2024.</p> <p>1.2. The Approved Budget for the Contract indicated herein is inclusive of all applicable government taxes and service charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Various gold jewelries</p> <p>2.1.1. One (1) Gold Bracelet with ID, Php 10,000.00 in total</p> <p>2.1.1.1. Should be made of 14 Karat Gold</p> <p>2.1.1.2. With engraved DOST-ASTI logo</p> <p>2.1.1.3. Engraved name of the awardee</p> <p>2.1.1.4. With weight of at least 1.8 grams in total</p>	1	₱15,000.00	₱15,000.00

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>2.1.1.5. Should come in individual box packaging and name of the Awardee</p> <p>2.1.2. One (1) 14K Pendant, Php 5,000.00</p> <p>2.1.2.1. Should be made of 14 Karat Gold</p> <p>2.1.2.2. With engraved DOST-ASTI logo</p> <p>2.1.2.3. Engraved name of the awardee</p> <p>2.1.2.4. With weight of at least 0.8 grams in total</p> <p>2.1.2.5. Should come in individual box packaging and name of the Awardee</p> <p>3. DELIVERY AND PAYMENT</p> <p>3.1. The price is inclusive of government taxes and service charges.</p> <p>3.2. Supplier must provide sample/design/layout of the jewelries mentioned above, for approval of the end-user.</p> <p>3.3. Supplier shall deliver the items thirty (30) calendar days upon the end-user's approval of the final sample/design/layout.</p> <p>3.4. Full payment will only be processed once the items are completely delivered, inspected, and accepted by the end-user.</p> <p>(Please see attached quotation.)</p>			
2	Lot	<p>Tokens for PRAISE Loyalty Awardees</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders for the Supply and Delivery of Program on Awards and Incentives for Service Excellence (PRAISE) tokens, which will be given to loyalty awardees.</p> <p>1.2. The Approved Budget for the Contract indicated herein is inclusive of all applicable government taxes and service charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Various gold jewelries</p>	1	P138,000.00	P138,000.00

	<p>2.1.1. Four (4) Gold Bracelet with ID, Php 118,000.00 in total</p> <p>2.1.1.1. Should be made of 18 Karat Gold</p> <p>2.1.1.2. Engraved logo and/or DOST-ASTI wordings on top</p> <p>2.1.1.3. Engraved name of the awardee and number of years in service at the back</p> <p>2.1.1.4. With DOST-ASTI charm</p> <p>2.1.1.5. With weight of at least 4.3 grams in total</p> <p>2.1.1.6. Should come in individual box packaging and name of the awardee</p> <p>2.1.2. One (1) Gold Bracelet with ID, Php 20,000.00 in total</p> <p>2.1.2.1. Should be made of 14 Karat Gold</p> <p>2.1.2.2. Engraved logo and/or DOST-ASTI wordings on top</p> <p>2.1.2.3. Engraved name of the awardee and number of years in service at the back</p> <p>2.1.2.4. With DOST ASTI charm</p> <p>2.1.2.5. With weight of at least 3.6 grams in total</p> <p>2.1.2.6. Should come in individual box packaging and name of the awardee</p> <p>3. DELIVERY AND PAYMENT</p> <p>3.1. The price is inclusive of government taxes and service charges.</p> <p>3.2. Supplier must provide sample/design/layout of the jewelries mentioned above, for approval of the end-user.</p> <p>3.3 Supplier shall deliver the items thirty (30) calendar days upon the end-user's approval of the final sample/design/layout.</p> <p>3.4. Full payment will only be processed once the items are completely delivered, inspected, and accepted by the end-user.</p> <p>(Please see attached quotation.)</p>			
			TOTAL:	₱153,000.00

(Total Amount in Words)	One Hundred Fifty Three Thousand Pesos Only
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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:	D1	ORS / BURS No.:	021011012025-07-000581
Funds Available:	Php 153,000.00	ORS / BURS Date:	JUL 18, 2025
		Amount:	₱ 153,000.00
<div> GAY CONCEPCION S. BUGAGAO Accountant III</div>			



18 July 2025

NOTICE TO PROCEED
ALTERNATIVE MODE OF PROCUREMENT

Ms. LARICEL B. BAUTISTA
President
JEWEL CRAFTERS OPC
279 Contreras St., Calvario
Meycauayan City, Bulacan, 3020

Dear Ms. Bautista,

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

Contract Name	: Supply and Delivery of One (1) Lot Tokens for PRAISE Educational Awardees and One (1) Lot Tokens for PRAISE Loyalty Awardees
Purchase Request No.	: <u>GAA-25-07-21537</u>
Purchase / Work Order No.	: <u>25-07-157</u>
Total Contract Price	: <u>Php 153,000.00</u>
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: <u>One Hundred Fifty Three Thousand Pesos</u>

Upon issuance of this Notice, your company, **JEWEL CRAFTERS 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,


FRANZ A. DE LEON, Ph.D.
Director

DATE OF ISSUANCE:

21 JUL 2025

RECEIVED BY:

Signature over Printed Name

Date and Time

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ASTI - FM 03-10
REV 5 / 05 June 2025