



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:	AWARDS CENTRAL PHILIPPINES INC.	PO No.:	25-07-158
Address:	Blk. 1 Lot 877 Himlayan Rd., Pasong Tamo, Quezon City	PO Date:	July 21, 2025
TIN:	010-070-906-000	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:	On or before 25 July 2025
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 One (1) Lot Customized ASTICon 2025 Plaques</p> <p>1. Background and Objectives 1.1. The DOST - Advanced Science and Technology Institute (DOST-ASTI) is seeking qualified and competent bidders for the supply and delivery of one (1) lot customized plaques for its partners, to be awarded during the Advanced Science, Technology, and Innovation Convention (ASTICon) scheduled for August 2025. 1.2. Proposals that meet or exceed the stated specifications will be evaluated and considered. 1.3. The Approved Budget for the Contract includes all applicable government taxes and service charges.</p> <p>2. Technical Specifications 2.1. Description: Plaque for partner institutions 2.2. Quantity: Fifteen (15) pcs. 2.3. Material: Acrylic 2.4. Size: 10" Tall (approximately) 2.5. Printing: UV Print 2.6. Packaging: Special Boxes 2.7. Design and Layout Requirements 2.7.1. The end-user shall provide design with logo and text for printing five (5) calendar days upon issuance of Notice to Proceed (NTP).</p>	1	P50,400.00	P50,400.00

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>2.7.2. The layout attached to the Request for Quotation may be subject to minimal change.</p> <p>2.7.3. Final design and layout shall be provided by the end-user within five (5) calendar days upon the issuance of NTP.</p> <p>2.8. Warranty</p> <p>2.8.1. The supplier warrants that the items are free from defects in materials, workmanship, and design.</p> <p>2.8.2. Any defective damaged, incorrect, or disapproved item must be replaced immediately by the supplier at no additional cost to the procuring entity.</p> <p>2.8.3. The supplier shall be responsible for retrieval and replacement of any defective or disapproved item and must ensure completion within three (3) calendar days upon notification.</p> <p>2.9. Failure to replace or rectify the items within the specified period shall be subject to appropriate penalties as provided under existing procurement rules.</p> <p>3. Payment and Delivery Terms</p> <p>3.1. Delivery of Goods and/or performance of services shall be completed on or before 25 July 2025.</p> <p>3.2. Payment shall be made only upon the issuance of a Certificate of Acceptance by the end-user, certifying that the goods are delivered in accordance with the terms and specifications of the contract.</p> <p>3.3. No payment shall be made for items that are not yet delivered, not accepted, or failed to meet the agreed specifications.</p> <p>3.4. The contract price must be inclusive of all applicable government taxes, duties, delivery charges, and other incidental costs.</p> <p>(Please see attached quotation.)</p>			
			TOTAL:	₱50,400.00
(Total Amount in Words)			Fifty Thousand Four Hundred 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,

Digitally
signed by
Jeffrey A.
Abbott

FRANZ A. DE LEON, Ph.D.

Director, DOST-ASTI

(Signature over Printed Name of Supplier)

(Date)

Fund Cluster:	01	ORS / BURS No.:	021011012024-07-000589
Funds Available:	Php 50,400.00	ORS / BURS Date:	JULY 24, 2025
		Amount:	₱ 50,400.00
<div>GAY CONCEPCION S. BUGAGAO</div> <div>Accountant III</div>			



21 July 2025

NOTICE TO PROCEED
ALTERNATIVE MODE OF PROCUREMENT

Ms. SHIELA M. DEL ROSARIO
Sales Executive
AWARDS CENTRAL PHILIPPINES INC.
Blk. 1 Lot 877 Himlayan Rd.
Brgy. Pasong Tamo, Quezon City

Dear Ms. Del Rosario,

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

Contract Name	: Supply and Delivery of One (1) Lot Customized ASTICon 2025 Plaques
Purchase Request No.	: GAA-25-06-21475
Purchase / Work Order No.	: 25-07-158
Total Contract Price	: Php 50,400.00
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: Fifty Thousand Four Hundred Pesos

Upon issuance of this Notice, your company, **AWARDS CENTRAL PHILIPPINES INC.** 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

Jeffrey A. Aborot
Digitally signed by
Jeffrey A. Aborot



DATE OF ISSUANCE:

RECEIVED BY:

Signature over Printed Name

Date and Time

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ASTI - FM 03-10
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