



ASTI - FM 03-17
REV 2 / 31 January 2020

PURCHASE ORDER

Supplier:	ZIONEYES GENERAL MERCHANDISE	PO No.:	ALAM-23-06-007
Address:	40 B Miami St., Silangan 3 Cubao, Quezon City 1109	PO Date:	June 8, 2023
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:	Provided for under description
Date of Delivery:		Payment Term:	Government Terms
		Warranty Term:	

Stock / Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	Set	<p>NOTEBOOK (HARDBOUND) WITH PEN AND PROJECT LOGO</p> <p>1. GENERAL OVERVIEW</p> <p>1.1 DOST-ASTI is seeking qualified and competent bidder for the Supply and Delivery of One Hundred (100) Sets of Notebook (Hardbound) with Pen, to be used as promotional material during information, education and communication campaigns, signing/turnover activities with partners/stakeholders, etc.</p> <p>1.2 The Approved Budget for the Contract is inclusive of all applicable government taxes and service charges.</p> <p>1.3 Use of DOST-ASTI name and logo branding/identity materials, including any and all variants, provided to the external provider/contractor/supplier shall solely be for the intended and authorized purpose under the issued Purchase Order (PO) and/or contract.</p> <p>1.4 The external provider/contractor/supplier, including any of its subcontractors, shall remove from their system any and all copies of the DOST-ASTI name and logo branding/identity materials after either the completion or cancellation of the PO and/or contract, and shall issue a signed certification thereof.</p> <p>1.5 The external provider/contractor/supplier, including any of its subcontractors, will be held legally liable for any unauthorized use of the DOST-ASTI name and logo branding/identity materials, including any and all variants.</p>	100	P270.00	P27,000.00

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. : +832 8249-8500
+832 8426-9755;
Fax No. : +832 8426-9764

	<p>2. SPECIFICATION</p> <p>2.1 Notebook (Hardbound)</p> <p>2.1.1 Quantity: One Hundred (100) Sets</p> <p>2.1.2 Color: Royal Blue</p> <p>2.1.3 Dimensions: A5 Size or 8.3 inches x 5.5 inches (+/-)</p> <p>2.1.4 Material: Hardbound matte cover with or without garter strap</p> <p>2.1.5 Leaves/Pages: Eighty (80) leaves or one hundred sixty (160) pages</p> <p>2.2 Pen</p> <p>2.2.1 Multifunction Pen</p> <p>2.2.2 Color: Royal Blue</p> <p>2.2.3 Ink: Blue</p> <p>2.3 Other Matters</p> <p>2.3.1 Logos for Printing</p> <p>2.3.1.1 Three (3) logos maximum</p> <p>2.3.1.2 The end-user shall provide logos five (5) calendar days upon issuance of NTP.</p> <p>2.3.2 Design and Layout</p> <p>2.3.2.1 The layout attached to the RFQ is subject to change (minimum changes only).</p> <p>2.3.2.2 Final design and layout shall be provided by the end-user five (5) calendar days upon issuance of NTP.</p> <p>2.3.2.3 Samples must be provided by the supplier prior to mass production. Maximum three (3) revisions, if necessary.</p> <p>3. WARRANTY AND AFTER SALES SUPPORT</p> <p>3.1 Supplier warrants the items against defects in manufacturing, as well as shipping and delivery issues.</p> <p>3.2 Defective and incorrect items shall be immediately replaced by the supplier at no additional cost to DOST-ASTI.</p> <p>4. PAYMENT AND DELIVERY TERMS</p> <p>4.1 Delivery of items shall be made by the supplier within thirty (30) calendar days upon approval of final sample.</p> <p>4.2 Price must be inclusive of government taxes and other charges.</p> <p>4.3 Payment upon complete delivery.</p> <p>(Please see attached quotation)</p>			
2	<p>POLO SHIRT (EMBROIDERED)</p> <p>1. GENERAL OVERVIEW</p> <p>1.1 DOST-ASTI is seeking qualified and competent bidder for the Supply and Delivery of One Hundred (100) Pieces Polo Shirts, to be used as promotional material during information, education and communication campaigns, signing/turnover activities with partners/stakeholders, etc.</p> <p>1.2 The Approved Budget for the Contract is inclusive of all applicable government taxes and service charges.</p> <p>1.3 Use of DOST-ASTI name and logo branding/identity materials, including any and all variants, provided to the external provider/contractor/supplier shall solely be for the intended and authorized purpose under the issued Purchase Order (PO) and/or contract.</p>	100	P560.00	P56,000.00

1.4 The external provider/contractor/supplier, including any of its subcontractors, shall remove from their system any and all copies of the DOST-ASTI name and logo branding/identity materials after either the completion or cancellation of the PO and/or contract, and shall issue a signed certification thereof.

1.5 The external provider/contractor/supplier, including any of its subcontractors, will be held legally liable for any unauthorized use of the DOST-ASTI name and logo branding/identity materials, including any and all variants.

2. SPECIFICATIONS

2.1 Description: Polo Shirt

2.2 Quantity: One Hundred (100) Pieces

2.3 Color: Royal Blue

2.4 Fabric: Cotton

2.5 Logos:

2.5.1 Embroidered frontal and dorsal logo, project domain name system (DNS) and name (with project logo).

2.5.2 The end-user shall provide logos five (5) calendar days upon issuance of NTP.

2.6 Sizes:

2.6.1 XS, S, M, L, XL, XXL, XXXL

2.6.2 Breakdown of sizes will be provided by the end-user within five (5) calendar days upon issuance of NTP.

2.7 Design and Layout

2.7.1 The layout attached to the RFQ is subject to change (minimum changes only).

2.7.2 Final design and layout shall be provided by the end-user five (5) calendar days upon issuance of NTP.

2.7.3 Supplier must submit one (1) customized sample polo shirt similar to the design provided by the end-user (with similar approved swatches or cloth) which shows sample craftsmanship with sample embroidery within ten (10) calendar days upon receipt of final design from end-user.

2.7.4 Maximum Number of Revisions: Three (3)

3. WARRANTY AND AFTER SALES SUPPORT

3.1 Supplier warrants the items against defects in manufacturing, as well as shipping and delivery issues.

3.2 Defective and incorrect items shall be immediately replaced by the supplier at no additional cost to DOST-ASTI.

4. PAYMENT AND DELIVERY TERMS

4.1 Delivery of items shall be made by the supplier within thirty (30) calendar days upon approval of final sample.

4.2 Price must be inclusive of government taxes and other charges.

4.3 Payment upon complete delivery.

(Please see attached quotation)

3	<p>MARKET TOTE BAG</p> <p>1. GENERAL OVERVIEW</p> <p>1.1 DOST-ASTI is seeking qualified and competent bidder for the Supply and Delivery of One Hundred (100) Market Tote Bag, to be used as promotional material during information, education and communication campaigns, signing/turnover activities with partners/stakeholders, etc.</p> <p>1.2 The Approved Budget for the Contract is inclusive of all applicable government taxes and service charges.</p> <p>1.3 Use of DOST-ASTI name and logo branding/identity materials, including any and all variants, provided to the external provider/contractor/supplier shall solely be for the intended and authorized purpose under the issued Purchase Order (PO) and/or contract.</p> <p>1.4 The external provider/contractor/supplier, including any of its subcontractors, shall remove from their system any and all copies of the DOST-ASTI name and logo branding/identity materials after either the completion or cancellation of the PO and/or contract, and shall issue a signed certification thereof.</p> <p>1.5 The external provider/contractor/supplier, including any of its subcontractors, will be held legally liable for any unauthorized use of the DOST-ASTI name and logo branding/identity materials, including any and all variants.</p> <p>2. SPECIFICATION</p> <p>2.1 Description: Expandable Canvass Tote Bag</p> <p>2.2 Color: Royal Blue + Off-white Color</p> <p>2.3 Dimensions: +/- 14x16 inches (Large)</p> <p>2.4 Material: Canvass</p> <p>2.5 Logos for Printing</p> <p>2.5.1 Three (3) logos maximum</p> <p>2.5.2 The end-user shall provide logos five (5) calendar days upon issuance of NTP.</p> <p>2.6 Design and Layout</p> <p>2.6.1 The layout attached to the RFQ is subject to change (minimum changes only).</p> <p>2.6.2 Final design and layout shall be provided by the end-user five (5) calendar days upon issuance of NTP.</p> <p>2.6.3 Samples must be provided by the supplier prior to mass production. Maximum three (3) revisions, if necessary.</p> <p>3. WARRANTY AND AFTER SALES SUPPORT</p> <p>3.1 Supplier warrants the items against defects in manufacturing, as well as shipping and delivery issues.</p> <p>3.2 Defective and incorrect items shall be immediately replaced by the supplier at no additional cost to DOST-ASTI.</p> <p>4. PAYMENT AND DELIVERY TERMS</p> <p>4.1 Delivery of items shall be made by the supplier within thirty (30) calendar days upon approval of final sample.</p> <p>4.2 Price must be inclusive of government taxes and other charges.</p> <p>4.3 Payment upon complete delivery.</p> <p>(Please see attached quotation)</p>	100	P240.00	P24,000.00
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			TOTAL:	P107,000.00
(Total Amount in Words)		One Hundred Seven 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,

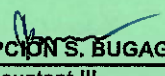


FRANZ A. DE LEON, Ph.D.

Director, DOST-ASTI

(Signature over Printed Name of Supplier)

(Date)

Fund Cluster:	<u>07</u>	ORS / BURS No.:	<u>073086012023-06-000256</u>
		ORS / BURS Date:	<u>June 09, 2023</u>
Funds Available:	<u>PHP 107,000.00</u>	Amount:	<u>P 107,000.00</u>
 GAY CONCEPCION S. BUGAGAO Accountant III			



Republic of the Philippines
Department of Science and Technology

ADVANCED SCIENCE AND TECHNOLOGY INSTITUTE



08 June 2023

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 One Hundred (100) Sets Notebook (Hardbound) with Pen and Project Logo and Other Items
Purchase Request No.	: ALAM-23-03-16448
Purchase / Work Order No.	: ALAM-23-06-007
Total Contract Price	: Php 107,000.00
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: One Hundred Seven Thousand Pesos

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. Digitally signed by Franz A. De Leon on 2023.06.13 10:00:00 +0800
Director

DATE OF ISSUANCE:

June 13, 2023

RECEIVED BY:

Signature over Printed Name

Date and Time

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

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ASTI-FM 03-19
REV 1 / 13 January 2020