



AD 2023-07-001  
ORS 2023-07-00049

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

**PURCHASE ORDER**

<b>Supplier:</b>	<b>ALELEN ENTERPRISE</b>	<b>PO No.:</b>	<b>23-06-108</b>
<b>Address:</b>	<b>21-C Matiyaga St., Brgy. Central, Quezon City</b>	<b>PO Date:</b>	<b>June 29, 2023</b>
<b>TIN:</b>	<b>179-876-721-000</b>	<b>Mode of Procurement:</b>	<b>NP: Shopping (a)</b>

Gentleman:

Please furnish this Office the following articles subject to the terms and conditions contained herein:

<b>Place of Delivery:</b>	<b>ASTI Bldg., C.P. Garcia Ave., U.P. Technology Park Complex, U.P. Campus, Diliman, Quezon City 1101</b>	<b>Delivery Term:</b>	<b>Fifteen (15) calendar days upon issuance of NTP</b>
<b>Date of Delivery:</b>		<b>Payment Term:</b>	<b>Government Terms</b>
		<b>Warranty Term:</b>	

Stock / Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	Lot	<p><b>Common Restroom Supplies</b></p> <p>1. GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders for the Supply and Delivery of One (1) Lot Various Common Restroom (CR) Supplies, to replace defective and non-serviceable CR supplies in DOST-ASTI and EPDC buildings.</p> <p>1.2. The approved budget for the contract is inclusive of all applicable government taxes and other charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. P-TRAP LAVATORY SET</p> <p>2.1.1. Five (5) sets</p> <p>2.1.2. Each set includes:</p> <p>2.1.2.1. A. Wall Tube</p> <p>2.1.2.2. B. J-Bend</p> <p>2.1.2.3. C. Tailpiece</p> <p>2.1.3. Stainless</p> <p>2.1.4. Size: 1-1/4"</p> <p>2.2. LAVATORY FAUCETS</p> <p>2.2.1. Two (2) pieces</p> <p>2.2.2. Stainless, matte finished</p> <p>2.2.3. Deck-mounted lever handle faucet</p> <p>2.3. ANGLE VALVE</p> <p>2.3.1. Two (2) pieces</p> <p>2.3.2. Two-way</p> <p>2.3.3. Water inlet: 1/2"</p> <p>2.4. MALE URINAL TOILET WITH BRACKETS</p> <p>2.4.1. Two (2) sets</p> <p>2.4.2. Each set includes:</p> <p>2.4.2.1.A. Wall Fittings</p> <p>2.4.2.2.B. Connectors/connections</p> <p>2.4.3. Color: White</p> <p>2.4.4. Size: 29L x 30W x 43H cm</p> <p>2.4.5. Ceramic</p> <p>2.4.6. With fixing screw and urinal flange</p> <p>2.5. MALE URINAL FLUSH WITH BRACKET AND PUSH BUTTON FLUSH VALVE (1/2")</p> <p>2.5.1. Four (4) sets</p> <p>2.5.2. Each set includes:</p>	1	P61,406.40	P61,406.40

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;

Fax No. : +632 8426-9764

	<p>2.5.2.1.A. Wall Fittings  2.5.2.1.B. Connectors/connections  2.5.2.1.C. Coupling  2.5.3. Color: White  2.5.4. Size: 29L x 30W x 43H cm  2.5.5. Ceramic  2.5.6. With fixing screw and urinal flange  2.6. TOILET SEAT COVER  2.6.1. Six (6) pieces  2.6.2. Elongated  2.6.3. With hinges  2.6.4. Color: White  2.6.5. Size: 18" x 14"  2.7. TEFLON TAPE  2.7.1. Teflon pipes thread seal/sealant tape for water leaks  2.7.2. Three (3) pieces  2.8. EPOXY SET  2.8.1. Two (2) sets  2.8.1.1. Non-sag epoxy A &amp; B set  2.8.1.1.1. Epoxy A - Resin  2.8.1.1.1. Epoxy B - Hardener</p> <p>3. DELIVERY AND PAYMENT TERMS  3.1. Supply and Delivery of One (1) Lot Various CR Supplies must be completed within fifteen (15) calendar days upon issuance of Notice to Proceed.  3.2. Price must be inclusive of government taxes and other charges.  3.3. Payment shall be made only upon certification/acceptance by the end-user to the effect that the Goods have been rendered or delivered in accordance with the terms of this Contract and have been duly inspected and accepted.  3.4. No payment shall be made for supplies and materials not yet delivered under this Contract.</p> <p>4. NOTES  4.1. Suppliers must provide a breakdown of cost of all items, as stated in 2. TECHNICAL SPECIFICATIONS.  4.2. The breakdown must be submitted together with the eligibility requirements and quotations on or before the deadline</p> <p>(Please see attached quotation.)</p>		
		<b>TOTAL:</b>	<b>₱61,406.40</b>
<b>(Total Amount in Words)</b>	<b>Sixty One Thousand Four Hundred Six Pesos and Forty Centavos</b>		

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>01</u>	ORS / BURS No.:	<u>011011012023-07-000490</u>
		ORS / BURS Date:	<u>July 03, 2023</u>
Funds Available:	<u>PHP 61,406.40</u>	Amount:	<u>₱ 61,406.40</u>
 <u>GAY CONCEPCION S. BUGAGAO</u> Accountant III			



29 June 2023

**NOTICE TO PROCEED**  
 ALTERNATIVE MODE OF PROCUREMENT

**Ms. ELLEN G. AQUINO**  
 Owner  
**ALELEN ENTERPRISE**  
 21-C Matiyaga St., Brgy. Central  
 Quezon City

Dear Ms. Aquino,

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

Contract Name	: <b>Supply and Delivery of One (1) Lot Common Restroom Supplies</b>
Purchase Request No.	: <b>GAA-23-05-16770</b>
Purchase / Work Order No.	: <b>23-06-108</b>
Total Contract Price	: <b>Php 61,406.40</b>
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: <b>Sixty One Thousand Four Hundred Six Pesos and Forty Centavos</b>

Upon issuance of this Notice, your company, **ALELEN ENTERPRISE** 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.** Registered  
 Attorney-at-Law  
 Director

DATE OF ISSUANCE:

July 5, 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](http://www.asti.dost.gov.ph)  
 Email : [info@asti.dost.gov.ph](mailto:info@asti.dost.gov.ph)

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