



Republic of the Philippines
Department of Science and Technology

ADVANCED SCIENCE AND TECHNOLOGY INSTITUTE



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

PURCHASE ORDER

Supplier:	JDR TRADING SERVICES	PO No.:	23-07-116
Address:	312 Tindalo St. Doña Rosario Heights, Posadas Ave., Sucat, Muntinlupa City	PO Date:	July 6, 2023
TIN:	223-429-920-000	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	Unit	<p>Promotional Items: Metal Pen with detachable cover</p> <p>1.0. General Statement / Background / Objectives</p> <p>1.1. The DOST-ASTI is seeking qualified and competent bidders for the supply and delivery of Metal Pens as part of the promotional materials kit to be distributed during the conduct of the OpenRAN event.</p> <p>1.2. The Approved Budget for the Contract is inclusive of all applicable government taxes and service charges.</p> <p>1.3. The specifications indicated herein are the minimum requirements unless otherwise specified.</p> <p>2.0. DOST-ASTI Branding / Identity Materials</p> <p>2.1. Use of the 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 this Contract.</p> <p>2.2. 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 this Contract, and shall issue a signed certification thereof.</p> <p>2.3. 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>3.0. Specifications</p> <p>3.1. End-user will provide the design. Revisions may be made by the Supplier but only upon the approval of End-user.</p> <p>3.2. Item Description</p> <p>3.2.1. Color: Black / Silver. If color is not available, color must be approved by the end-user first.</p>	300	P85.00	P25,500.00

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;
Fax No. : +632 8426-8764

		<p>3.2.2. Pen Ink: Black or blue ink 3.2.3. With glossy or embossed printing 3.2.4. With detachable cover</p> <p>4.0. Warranty and After-sales support 4.1. The Supplier warrants the metal pen against defects in manufacturing and during shipping and delivery. 4.2. Incorrect / disapproved items shall be immediately replaced by the Supplier at no additional cost. 4.3. The End-user must be able to request support by phone / email / website.</p> <p>5.0. Payment and Delivery Terms 5.1. The Supplier must be able to deliver the collateral within the following terms: 5.1.1. A sample material must be provided (subject to End-user) within five (5) calendar days upon issuance of NTP. 5.1.2. Up to two (2) revisions of sample material. 5.1.3. Upon approval of sample material, seventy percent (70%) of the total units must be delivered within fifteen (15) calendar days. 5.1.4. Remaining thirty percent (30%) of the total units must be delivered within fifteen (15) calendar days, right after the initial delivery. 5.2. Payment shall be processed only upon the issuance of certificate of acceptance by the End-user upon the complete delivery of the Items at a hundred percent (100%) in accordance with the terms of this Contract and have been duly inspected. No payment shall be made for services not yet rendered or for goods, supplies, and materials not yet delivered under this Contract.</p> <p>(Please see attached quotation.)</p>			
2	Unit	<p>Promotional Items: Universal Adapter with pouch 1.0. General Statement / Background / Objectives 1.1. The DOST-ASTI is seeking qualified and competent bidders for the supply and delivery of Universal Adapter with Pouch as part of the promotional materials kit to be distributed during the conduct of the OpenRAN event. 1.2. The Approved Budget for the Contract is inclusive of all applicable government taxes and service charges. 1.3. The specifications indicated herein are the minimum requirements unless otherwise specified.</p> <p>2.0. DOST-ASTI Branding / Identity Materials 2.1. Use of the 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 this Contract. 2.2. 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 this Contract, and shall issue a signed certification thereof. 2.3. 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>	300	₱265.00	₱79,500.00

	<p>3.0. Specifications</p> <p>3.1. End-user will provide the design. Revisions may be made by the Supplier but only upon the approval of End-user.</p> <p>3.2. Item Description</p> <p>3.2.1. Color: Black / white.</p> <p>3.2.2. With black / white pouch.</p> <p>4.0. Warranty and After-sales support</p> <p>4.1. The Supplier warrants the metal pen against defects in manufacturing and during shipping and delivery.</p> <p>4.2. Incorrect / disapproved items shall be immediately replaced by the Supplier at no additional cost.</p> <p>4.3. The End-user must be able to request support by phone / email / website.</p> <p>5.0. Payment and Delivery Terms</p> <p>5.1. The Supplier must be able to deliver the collateral within the following terms:</p> <p>5.1.1. A sample material must be provided (subject to End-user) within five (5) calendar days upon issuance of NTP.</p> <p>5.1.2. Up to two (2) revisions of sample material.</p> <p>5.1.3. Upon approval of sample material, seventy percent (70%) of the total units must be delivered within fifteen (15) calendar days.</p> <p>5.1.4. Remaining thirty percent (30%) of the total units must be delivered within fifteen (15) calendar days, right after the initial delivery.</p> <p>5.2. Payment shall be processed only upon the issuance of certificate of acceptance by the End-user upon the complete delivery of the Items at a hundred percent (100%) in accordance with the terms of this Contract and have been duly inspected. No payment shall be made for services not yet rendered or for goods, supplies, and materials not yet delivered under this Contract.</p> <p>(Please see attached quotation.)</p>		
		TOTAL:	₱105,000.00


(Total Amount in Words)	One Hundred Five 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.

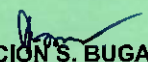
Conforme:

Very Truly Yours,

(Signature over Printed Name of Supplier)


FRANZ A. DE LEON, Ph.D.
Director, DOST-ASTI

(Date)

Fund Cluster:	<u>01</u>	ORS / BURS No.:	<u>01011012023-07-000913</u>
		ORS / BURS Date:	<u>July 11, 2023</u>
Funds Available:	<u>₱ 105,000.00</u>	Amount:	<u>₱ 105,000.00</u>
<p> GAY CONCEPCION S. BUGAGAO Accountant III</p>			



Republic of the Philippines
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06 July 2023

NOTICE TO PROCEED
ALTERNATIVE MODE OF PROCUREMENT

Ms. JESSICA MAE CRUZ- DELOS REYES

Proprietor

JDR TRADING SERVICES

312 Tindalo St. Doña Rosario Heights
Posadas Ave., Sucat, Muntinlupa City

Dear Ms. Delos Reyes,

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

Contract Name	: Supply and Delivery of Three Hundred (300) Units Promotional Items: Metal Pen with Detachable Cover and Other Items
Purchase Request No.	: GAA-23-06-16900
Purchase / Work Order No.	: 23-07-116
Total Contract Price	: Php 105,000.00
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: One Hundred Five Thousand Pesos

Upon issuance of this Notice, your company, **JDR TRADING SERVICES** 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. by
Director

DATE OF ISSUANCE:

JULY 17, 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

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Fax No. : +632 8426-9764

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