



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

PURCHASE ORDER

Supplier:	RJ Balingbing Water Refilling Station	PO No.:	22-05-102
Address:	517 Katarungan St. Brgy. Commonwealth, Quezon City	PO Date:	May 16, 2022
TIN:	246-944-857-000	Mode of Procurement:	NP: 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>Drinking water</p> <p>Supply and Delivery of Purified Drinking Water</p> <p>1. OBJECTIVE The Department of Science and Technology (DOST) – Advanced Science and Technology Institute (ASTI) seeks to procure purified drinking water to ensure the health and well-being of its personnel considering that an adequate supply of water is a fundamental human need and is essential for hydration.</p> <p>2. LOCATION OF DELIVERY Weekly supply of purified drinking water shall be delivered to the DOST-ASTI with address at DOST-ASTI Bldg., UP Technopark Complex, C.P. Garcia Avenue, UP Campus, Diliman, Quezon City 1101.</p> <p>3. CONTRACT DURATION The contract period shall be until December 2022.</p> <p>4. SCOPE OF SERVICES</p> <p>4.1. Supply and free delivery of additional purified drinking water.</p> <p>4.2. Two thousand Five hundred sixty (2560) units of five gallon container with drinking water.</p> <p>4.3. Free use of clean containers.</p> <p>4.4. Weekly delivery of at least twenty-five (25) containers or depending on the needs of DOST-ASTI on its weekly consumption.</p> <p>4.5. Free use of thirteen (13) units of water dispenser with options for dispensing both hot and cold water.</p> <p>4.6. Price inclusive of taxes and other charges.</p>	1	₱89,600.00	₱89,600.00

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 8426-9764

	<p>5. DUTIES AND RESPONSIBILITIES OF THE SUPPLIER</p> <p>5.1. Provide DOST-ASTI with thirteen (13) units of water dispenser with options for dispensing both hot and cold water.</p> <p>5.2. The Supplier shall render maintenance and repair of water dispenser provided to ASTI, including replacement of units and parts without cost to DOST-ASTI.</p> <p>5.3. The Supplier shall ensure weekly delivery of at least twenty-five (25) clean bottles (five-gallon per round containers) of purified drinking water or depending on the needs of DOST-ASTI on its weekly consumption.</p> <p>5.4. The Supplier shall deliver required number of containers per floor.</p> <p>5.5. The Supplier shall submit certified true copies and present original copies of the certification that it has passed the microbiological test from DOH-accredited water testing laboratory and/or shall have a Sanitary Permit/Certificate of Potability.</p> <p>6. RESPONSIBILITIES OF DOST-ASTI</p> <p>6.1. DOST-ASTI shall grant limited access to the representative/s of the supplier to performs its duties and responsibilities under the contract.</p> <p>6.2. Authorized representative of DOST-ASTI shall accompany the supplier's authorized representative to deliver the required number of containers per floor and/or during maintenance and repair of water dispenser.</p> <p>7. PAYMENT SCHEDULE</p> <p>Payment to the Service Provider shall be made on a monthly basis upon acceptance of ASTI, subject to the submission of billing statement, duly accomplished service and inspection report forms and other documentary requirements.</p> <p>8. LIQUIDATED DAMAGES</p> <p>None-compliance with the Terms and Conditions stated in the Contract will result in the payment of corresponding penalties/liquidated damages in the amount equal to ten percent (10%) of the Contract Price by the winning Service Provider. ASTI reserves the right to rescind the contract after the Service Provider fails to comply for a maximum of three (3) periods, without prejudice to other courses of action and remedies open to it.</p> <p><i>(Please see attached quotation.)</i></p>			
			TOTAL:	₱89,600.00
(Total Amount in Words)	Eighty Nine Thousand Six 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,



FRANZ A. DE LEON, Ph.D.

Director, DOST-ASTI

(Signature over Printed Name of Supplier)

May 23, 2022

(Date)

Fund Cluster:	<u>01</u>	ORS / BURS No.:	<u>01011012022-05-000342</u>
Funds Available:	<u>PHP 99,600.00</u>	ORS / BURS Date:	<u>MAY 19, 2022</u>
		Amount:	<u>₱ 99,600.00</u>
 GAY CONCEPCION S. BUGAGAO Accountant III			