



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:	S.D. Leal Graphics	PO No.:	22-08-164
Address:	2195 F, YSL Bldg., Leveriza St., Brgy. 39, Pasay City 1300	PO Date:	August 17, 2022
TIN:	165-075-259-000	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	Copy	<p>Printing - Annual Report</p> <p>1. Background / Objectives.</p> <p>1.1. Print publication of 2021 Annual Report.</p> <p>1.2. Specifications indicated herein are minimum requirements, unless otherwise stated.</p> <p>2. Functional / Technical Specifications.</p> <p>2.1. Provider will be responsible for the pre-production preparation, printing, and delivery of the Annual Report and any other related items.</p> <p>2.2. Quantity.</p> <p>2.2.1. Annual Report: 150 copies.</p> <p>2.3. Print specifications.</p> <p>2.3.1. Process: Offset print.</p> <p>2.3.2. Color separation included.</p> <p>2.3.3. Binding: Perfect binding.</p> <p>2.3.4. Annual Report Pages.</p> <p>2.3.4.1. Page Size: A4 size 210 mm x 297 mm (8.27 in x 11.69 in).</p> <p>2.3.4.2. Number of pages: Maximum of 80 pages inclusive of front and back cover.</p> <p>2.3.4.3. Inside Pages: Full color Coated-2-Sides (C2S) 80 lbs.</p> <p>2.3.5. Annual Report Cover.</p> <p>2.3.5.1. Full color Coated-2-Sides (C2S) 220 lbs.</p> <p>2.3.5.2. With spot UV coating.</p> <p>2.4. Proofing.</p> <p>2.4.1. Layout and revisions will be sent to the provider electronically in PDF and/or Adobe InDesign package.</p>	150	P577.00	P86,550.00

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

2.4.2. During the proofing stage the print color proofs should be delivered to DOST-ASTI within Two (2) business days after the provider has received the layout revisions.

2.4.3. Maximum of Two (2) revisions with Full Color Full Size Computer-to-Plate (CTP) proofs per revision.

2.4.4. Print color proofs should as much as possible use the specified paper to be used for actual print production.

2.5. Others.

2.5.1. Provider undertakes that it will not violate and/or infringe on any third-party intellectual property rights in the course of production of the publication.

3. Delivery and Payment.

3.1. Delivery within 30 calendar days upon approval of final proof.

3.2. Provider is responsible as to the quality of the printing and binding of the annual report. Any and all defective copies will be replaced by the provider at no additional cost to DOST-ASTI.

3.3. Bid price shall be inclusive of delivery, tax, as well as all other related charges and fees.

3.4. Payment Terms: Prescribed government terms.

(Please see attached quotation.)

TOTAL: ₱86,550.00

(Total Amount in Words)

Eighty Six Thousand Five Hundred Fifty Pesos Only

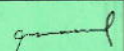
The contract price is inclusive of taxes and other fees or charges. In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s. Once the cumulative amount of liquidated damages 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,

(Signature over Printed Name of Supplier)


FRANZ A. DE LEON, Ph.D.

Director, DOST-ASTI 

AUGUST 23, 2022

(Date)

Fund Cluster:

01

ORS / BURS No.:

011011012022-08-000696

ORS / BURS Date:

AUGUST 18, 2022

Funds Available:

₱ 86,550.00

Amount:

₱ 86,550.00


GAY CONCEPCION S. BUGAGAO

Accountant III