



ASTI - FM 03-17  
 REV 0 / 02 April 2018

**PURCHASE ORDER**

<b>Supplier:</b>	<b>Distinctive Blinds &amp; Office Systems, Inc.</b>	<b>PO No.:</b>	<b>EPIIC-19-02-0003</b>
<b>Address:</b>	<b>Km 38 Marcos Highway, Sitio Paenaan, Brgy. Pinugay, Baras, Rizal</b>	<b>PO Date:</b>	<b>February 04, 2019</b>
<b>TIN:</b>	<b>224-527-159-000</b>	<b>Mode of Procurement:</b>	<b>NP: Small Value Procurement</b>

Gentleman:

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

<b>Place of Delivery:</b>	<b>EPDC Bldg., MIRDC Compound Bicutan, Taguig City</b>	<b>Delivery Term:</b>	<b>30 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	Supply and Delivery of one (1) lot Office and Staff Chairs	1	₱115,000.00	₱115,000.00
		Includes: * 9 units of Office Chair • MATERIAL: hi-back, upholstered in US fabric, teflon coated, dust and stain resistant, foam padded, adjustable height Gaslift mech., five-prong nylon base with casters • DIMENSION: 62x106x47.5cm • COLOR: BLUE * 2 units of Staff Chair (Teller's Chair) • MATERIAL: Staff Chair w/ footring, with Pp arms, seat & back upholstered in US fabric, teflon coated, dust and stain resistant, foam padded, adjustable height Gaslift mech., with stainless steel footring, five-prong nylon base with casters/glides, *COLOR: Blue * 2 units of Staff Chair (Swivel Chair) • MATERIAL: Staff Chair w/o arms, seat & back upholstered in US fabric, teflon coated, dust and stain resistant, foam padded, adjustable height Gaslift mech., five-prong nylon base with casters • DIMENSION: 45x82x42cm • COLOR: Maroon  Inclusive of all taxes. Delivery Period: 30 days Must be delivered to EPDC Bldg., MIRDC Compound, Bicutan, Taguig City			
				<b>TOTAL:</b>	<b>₱115,000.00</b>
<b>(Total Amount in Words)</b>		<b>One Hundred Fifteen Thousand Pesos</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,

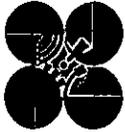
JOEL JOSEPH S. MARCIANO, JR., Ph.D.

Acting Director

(Signature over Printed Name of Supplier)

(Date)

Fund Cluster:	07	ORS / BURS No.:	07308602019-02-00023
Funds Available:	₱ 115,000.00	ORS / BURS Date:	February 11, 2019
		Amount:	₱ 115,000.00
 GAY CONCEPCION S. BUGAGAO Accountant III			



Republic of the Philippines  
Department of Science and Technology

**ADVANCED SCIENCE AND TECHNOLOGY INSTITUTE**



04 February 2019

**NOTICE TO PROCEED**  
ALTERNATIVE MODE OF PROCUREMENT

**Ms. IRENE A. ONG**  
President  
**Distinctive Blinds & Office Systems, Inc.**  
Km 38 Marcos Highway  
Sitio Paenaan, Brgy. Pinugay  
Baras, Rizal

Dear Ms. Ong,

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

Contract Name	: <b>Supply and Delivery of one (1) lot Office and Staff Chairs</b>
Purchase Request No.	: <b>EPIIC-P2-18-11-6954</b>
Purchase / Work Order No.	: <b>EPIIC-19-02-0003</b>
Total Contract Price	: <b>Php 115,000.00</b>
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: <b>One Hundred Fifteen Thousand Pesos</b>

Upon issuance of this Notice, your company, **Distinctive Blinds & Office Systems, Inc.** 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,

  
**JOEL JOSEPH S. MARCIANO, JR., Ph.D.**  
Acting Director

DATE OF ISSUANCE:

\_\_\_\_\_

RECEIVED BY:

\_\_\_\_\_

(Signature over Printed Name)

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Date and Time