

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

**PURCHASE ORDER**

<b>Supplier:</b> MYZ Alta Muebles Enterprises	<b>PO No.:</b> 19-12-0273
<b>Address:</b> Unit J No. 77 Sumulong Highway Brgy. Mayamot, Antipolo City	<b>PO Date:</b> December 11, 2019
<b>TIN:</b> 209-845-573-000	<b>Mode of Procurement:</b> NP: Small Value Procurement

Gentleman:

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

<b>Place of Delivery:</b> ASTI Bldg., C.P. Garcia Ave., U.P. Technology Park Complex, U.P. Campus, Diliman, Quezon City 1101	<b>Delivery Term:</b> Per End-user's Schedule
<b>Date of Delivery:</b>	<b>Payment Term:</b> Government Terms

**Warranty Term:**

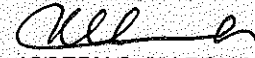
Stock / Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	Unit	<b>Supply and Delivery of Office Table</b>	1	₱4,800.00	₱4,800.00
		<ul style="list-style-type: none"> <li>- Materials: MFC Table, Steel legs &amp; Modesty, Bullnose Edge</li> <li>- Equipped with adjustable gliders to level height on uneven surfaces</li> <li>- Warranty: 1 year</li> <li>- Dimension: W1200 X D700 X H750 mm</li> <li>- With 30mm thick postformed worktop</li> <li>- Finish: Light Gray Top &amp; Frame</li> <li>- Delivery period is on or before December 6, 2019</li> <li>- VAT inclusive</li> <li>- Please see attached sample photo</li> </ul>			
2	Unit	<b>Supply and Delivery of Midback Chair</b>	2	₱3,500.00	₱7,000.00
		<ul style="list-style-type: none"> <li>- Midback chair without armrest</li> <li>- Materials: Fabric Seat &amp; Back, PVC Starbase</li> <li>- Color: Black</li> <li>- Accessories: Gas lift, caster wheel</li> <li>- Warranty : 1 year</li> <li>- Finish: Customize Fabric Color (Damantex/Yidartex - M/15 series)</li> <li>- Width: 45cm Max</li> <li>- Delivery period is on or before December 6, 2019</li> <li>- VAT inclusive</li> <li>- Please see attached sample photo</li> </ul>			
3	Unit	<b>Supply and Delivery of High Back Chair</b>	2	₱2,900.00	₱5,800.00
		<ul style="list-style-type: none"> <li>- Chrome frame and base,</li> <li>- Mesh</li> <li>- Ergonomic</li> <li>- With caster wheels</li> <li>- High back chair</li> <li>- Color: Black</li> <li>- Weight capacity: at least 90kg</li> <li>- Adjustable Height</li> <li>- Delivery period is on or before December 6, 2019</li> <li>- VAT inclusive</li> <li>- Please see attached sample photo</li> </ul>			
<b>TOTAL:</b>					<b>₱17,600.00</b>

<b>(Total Amount in Words)</b>	<b>Seventeen Thousand Six Hundred Pesos</b>
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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,




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



Acting Director

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(Signature over Printed Name of Supplier)

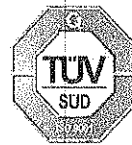
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(Date)

<b>Fund Cluster:</b>	03	<b>ORS / BURS No.:</b>	073610201-D-00715
		<b>ORS / BURS Date:</b>	December 02, 2019
<b>Funds Available:</b>	P 17,600.00	<b>Amount:</b>	P 17,600.00
 <b>GAY CONCEPCION S. BUGAGAO</b> Accountant III			



Republic of the Philippines  
Department of Science and Technology

**ADVANCED SCIENCE AND TECHNOLOGY INSTITUTE**



11 December 2019

**NOTICE TO PROCEED**  
ALTERNATIVE MODE OF PROCUREMENT

**Ms. LIZEL A. TABERDO**  
Sales Supervisor  
**MYZ Alta Muebles Enterprises**  
Unit J No. 77 Sumulong Highway  
Brgy. Mayamot, Antipolo City

Dear Ms. Taberdo,

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

Contract Name	: <u>Supply and Delivery of Office Table and Chairs</u>
Purchase Request No.	: <u>GAA-19-11-9124</u>
Purchase / Work Order No.	: <u>19-12-0273</u>
Total Contract Price	: <u>Php 17,600.00</u>
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: <u>Seventeen Thousand Six Hundred Pesos</u>

Upon issuance of this Notice, your company, **MYZ Alta Muebles Enterprises** 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:

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\_\_\_\_\_  
Signature over Printed Name

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Date and Time