



ASTI - FM 03-17
 REV 1 / 13 January 2020

PURCHASE ORDER

Supplier:	<u>Estancia De Lorenzo, Inc.</u>	PO No.:	<u>20-01-037</u>
Address:	<u>26 Aquarius St., Bancom Subd, Brgy. Gulod Malaya, San Mateo Rizal</u>	PO Date:	<u>January 28, 2020</u>
TIN:	<u>009-309-149-000</u>	Mode of Procurement:	<u>NP: Lease or Real Property and Venue</u>

Gentleman:

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

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

Stock / Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	Lot	Lease of Venue within San Mateo, Rizal with conference facilities, accommodations, and meals for DOST-ASTI 2020 Strategic Planning Workshop (Please see attach Abstract of Bids and Canvass)	1	₱150,500.00	₱150,500.00
TOTAL:					₱150,500.00
(Total Amount in Words)		One Hundred Fifty Thousand Five Hundred Pesos			

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,

Abigail Este
 Abigail Este

(Signature over Printed Name of Supplier)

Joel Joseph S. Marciano, Jr.
 JOEL JOSEPH S. MARCIANO, JR., Ph.D.

Acting Director

(Date)

Fund Cluster:	<u>01</u>	ORS / BURS No.:	<u>010102020-01-0000091</u>
Funds Available:	<u>₱150,500.00</u>	ORS / BURS Date:	<u>January 29, 2020</u>
		Amount:	<u>₱ 150,500.00</u>
<p><i>Gay Concepcion S. Bugagao</i> GAY CONCEPCION S. BUGAGAO Accountant III</p>			



Republic of the Philippines
Department of Science and Technology

ADVANCED SCIENCE AND TECHNOLOGY INSTITUTE



28 January 2020

NOTICE TO PROCEED
ALTERNATIVE MODE OF PROCUREMENT

Ms. Abigail F. Erfe
Account Executive
Estancia de Lorenzo, Inc.
No.26 Aquarius St., Bancom
Subd., Brgy. Gulod Malaya
San Mateo Rizal

Dear Ms. Erfe,

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

Contract Name	: Lease of Venue within San Mateo Rizal with Conference Facilities, Accommodations, and meals for DOST-ASTI 2020 Strategic Planning Workshop
Purchase Request No.	: GAA-20-01-9491
Purchase / Work Order No.	: PO-20-01-037
Total Contract Price	: Php 150,500.00
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: One Hundred Fifty Thousand Five Hundred Pesos

Upon issuance of this Notice, your company, **Estancia de Lorenzo, 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@astti.dost.gov.ph.

Respectfully,

Joel S. Marciano, Jr.
JOEL JOSEPH S. MARCIANO, JR., Ph.D.
Acting Director

DATE OF ISSUANCE:

RECEIVED BY:

Abigail Erfe
Abigail Erfe
Signature over Printed Name

Jan. 31, 2020

Date and Time

- actual date signed

Postal Address : ASTI Bldg., U.P. Technology Park Complex,
CP Garcia Ave., Diliman, Quezon City 1101
Website : www.asti.dost.gov.ph
Email : info@astti.dost.gov.ph

Tel No. : +632 8249-8500
+632 8426-9755;
Fax No. : +632 8426-9764

ASTI-FM 03-19
REV 1 / 13 January