



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

**PURCHASE ORDER**

<b>Supplier:</b>	<u>Superserve Corporation</u>	<b>PO No.:</b>	<u>20-05-051</u>
<b>Address:</b>	<u>No. 18 Mother Ignacia Ave, Paligsahan</u>	<b>PO Date:</b>	<u>May 6, 2020</u>
<b>TIN:</b>	<u>226-337-516-000</u>	<b>Mode of Procurement:</b>	<u>NP: Small Value Procurement</u>

Gentleman:


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

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

Stock / Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	Lot	Monthly Preventive Maintenance of Two (2) Generator Sets for CY 2020	1	₱200,000.00	₱200,000.00
		(See attached Abstract of Bids and Canvass and Offers)			
<b>TOTAL:</b>					<b>₱200,000.00</b>
<b>(Total Amount in Words)</b>		<b>Two Hundred 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:

  
Mark Joseph V. Pasco  
(Signature over Printed Name of Supplier)

June 11, 2020

(Date)

Very Truly Yours,

  
ALVIN E. RETAMAR


Officer-in-Charge, DOST-ASTI

  
Pedro B.

Mangahas

2020.05.19

20:28:00 +08'00'

<b>Fund Cluster:</b>	<u>01</u>	<b>ORS / BURS No.:</b>	<u>011011012020-05-000208</u>
<b>Funds Available:</b>	<u>Php 200,000.00</u>	<b>ORS / BURS Date:</b>	<u>May 29, 2020</u>
		<b>Amount:</b>	<u>₱200,000.00</u>
 Digitally signed by Gay Concepcion S. Bugagao <u>GAY CONCEPCION S. BUGAGAO</u> Accountant III			



Republic of the Philippines

Department of Science and Technology

**ADVANCED SCIENCE AND TECHNOLOGY INSTITUTE**



06 May 2020

**NOTICE TO PROCEED**  
ALTERNATIVE MODE OF PROCUREMENT

**Mr. Mark Joseph V. Pasco**  
President  
**Superserve Corporation**  
NO. 18 Mother Ignacia Ave, Paligsahan  
Quezon City

Dear Mr. Pasco,

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

Contract Name	: <b>Mothly Preventive Maintenance of Two (2) Generator Sets Cy 2020</b>
Purchase Request No.	: <b>GAA-20-01-9580</b>
Purchase / Work Order No.	: <b>20-05-051</b>
Total Contract Price	: <b>Php 200,000.00</b>
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: <b>Two Hundred Thousand Pesos</b>

Upon issuance of this Notice, your company, **Superserve Corporation** 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,

**ALVIN E. RETAMAR**  
Officer-in-Charge, DOST-ASTI

Mangahas  
2020.05.19  
20:29:22 +08'00'

DATE OF ISSUANCE:

June 11, 2020

RECEIVED BY:

  
Signature over Printed Name

Date and Time

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

ASTI-FM 03-19  
REV 1 / 13 January 2020