



24 March 2022

NOTICE OF AWARD
ALTERNATIVE MODE OF PROCUREMENT

Ms. LARIZZA REYES
Authorized Representative
Pro Pen Office Supplies and Equipment Trading
12 Penabatan
Pulilan, Bulacan

Dear Ms. Reyes,

This Notice of Award is hereby issued for the following procurement details and item/s below:

Purchase Request No.	: GAA-22-02-13179
Purchase Request Date	: 07 February 2022
Date of Submission of Bids	: 21 February 2022
Date of Opening of Bids	: 21 February 2022
Total Bid Offer Price	: Php 45,757.00
(inclusive of taxes, import duties and all other charges or fees)	
Total Bid Offer Price in Words	: Forty Five Thousand Seven Hundred Fifty Seven Pesos

Item/s:

- Four (4) pieces **EXTERNAL HARD DRIVE**
- One (1) unit **MOUSE, WIRELESS**
- One (1) box **ENVELOPE, documentary, A4**
- Seventeen (17) pieces **ENVELOPE, expanding, plastic**
- Three (3) packs **FOLDER, L-type, A4**
- Three (3) packs **FOLDER, with tab, A4**
- Five (5) boxes **INDEX TAB, self-adhesive, transparent**
- Four (4) pieces **DATING AND STAMPING MACHINE**
- Two (2) carts **TONER CART**
- Ten (10) pieces **LABELLER TAPE**
- Thirty (30) pads **Sign Here Tape Flags 680-3M**
- Nine (9) packs **PAPER, PHOTO, matte premium quality**
- Twenty (20) packs **PAPER, STICKER, for Laserjet Printer**
- Two (2) pieces **Refill ink pads**
- Seven (7) pieces **Tape Cartridge**
- Three (3) reams **Colored Bond/Multicopy Paper**

Upon the recommendation of the Bids and Awards Committee (BAC), the abovementioned items have been awarded to you in accordance with your bid offer submitted to Advanced Science and Technology Institute (ASTI).

Please acknowledge acceptance of this Notice by signing in the space provided below and return it to us within two (2) working days upon receipt. Should you have any questions or clarifications, you may coordinate with our BAC Secretariat through email at bac-sec@astl.dost.gov.ph.

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

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

ASTI-FM 03-15
REV.1 / 13 January 2020

Respectfully,


BAYANI BENJAMIN R. LARA
BAC Chairperson

Approved By:


FRANZ A. DE LEON, Ph.D.
Director

ACKNOWLEDGEMENT

I hereby acknowledge receipt of this Notice on: _____

Name of Representative of the Bidder: _____

Signature of the Representative of the Bidder: _____

Postal Address : ASTI Bldg., U.P. Technology Park Complex,
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