



29 October 2021

**NOTICE TO PROCEED**  
**PUBLIC BIDDING**

**Ms. FATIMA B. LICARDO**  
 Account Manager  
**Quartz Business Products Corporation**  
 15th Floor Capital House,  
 9th Ave cor. 34th Street,  
 Bonifacio Global City, Taguig City

Dear Ms. Licardo,

Notice is hereby given to **Quartz Business Products Corporation** that work/delivery may proceed for the following procurement details:

Contract Name	:	<b>Supply and Delivery of Ten (10) sets Laptops and Five (5) units Laptops</b>
Purchase Request No.	:	<b>GAA-21-07-11765 and GAA-21-07-11772</b>
Purchase / Work Order No.	:	<b>21-10-176</b>
Total Contract Price	:	<b>Php 1,084,930.00</b>
(inclusive of taxes, import duties and all other charges or fees)		
Total Contract Price in Words	:	<b>One Million Eighty Four Thousand Nine Hundred Thirty Pesos</b>

Upon signing receipt of this Notice, you are responsible for performing the services under the terms and conditions of the Agreement/Purchase Order/Work Order and in accordance with the schedule of requirements/delivery schedule.

You are also hereby required to file a Warranty Security for a minimum period of three (3) months, in the case of Expendable Supplies, or a minimum period of one (1) year, in the case of Non-Expendable Supplies, after acceptance by the Procuring Entity of the delivered supplies. It shall be either retention money in an amount equivalent to at least Five percent (5%) of every progress payment, or a special bank guarantee equivalent to at least Five percent (5%) of the total contract price. The said amounts shall only be released after the lapse of the warranty period or, in the case of Expendable Supplies, after consumption thereof: Provided, however, That the supplies delivered are free from patent and latent defects and all the conditions imposed under the contract have been fully met.

Note that failure to comply with the above requirements and failure to perform the services under the terms and conditions of the Agreement/Purchase Order/Work Order may constitute grounds for its forfeiture.

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,

**FRANZ A. DE LEON, Ph.D.**  
 Director

<b>DATE OF ISSUANCE:</b>	<b>RECEIVED BY:</b>	<b>WARRANTY SECURITY</b>
_____	_____	
	(Signature over Printed Name)	Type of Warranty Security: _____
		Amount of Warranty Security: <b>P</b> _____
		O.R. No.: _____
	_____	
	(Date and Time)	

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