



08 July 2022

**NOTICE TO PROCEED**  
 ALTERNATIVE MODE OF PROCUREMENT

**Ms. ROSEMARIE P. DELA CRUZ**  
 Account Manager  
**ACMI Office Systems Philippines, Inc.**  
 AYSN Building, 268A N. Domingo St.,  
 San Juan City

Dear Ms. Dela Cruz,

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

Contract Name	: <b>Supply and Delivery of Two (2) units Airconditioning units and Other Item</b>
Purchase Request No.	: <b>GAA-22-05-13737</b>
Purchase / Work Order No.	: <b>22-07-142</b>
Total Contract Price	: <b>Php 330,990.00</b>
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: <b>Three Hundred Thirty Thousand Nine Hundred Ninety Pesos</b>

Upon issuance of this Notice, your company, **ACMI Office Systems Philippines, 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@asti.dost.gov.ph.

Respectfully,

  
**FRANZ A. DE LEON, Ph.D.** Digitally signed by Bayani Benjamin R. Lara  
 Director

DATE OF ISSUANCE:

July 15, 2022

RECEIVED BY:

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

\_\_\_\_\_  
 Date and Time

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