



14 July 2022

NOTICE TO PROCEED
 ALTERNATIVE MODE OF PROCUREMENT

Mr. REIMAR FORTUNA
 Account Manager
Quartz Business Products Corporation
 15th Capital House, 9th Avenue corner 34th St.
 Bonifacio Global City
 Fort Bonifacio, Taguig City

Dear Mr. Fortuna,

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

Contract Name	: Supply and Delivery of One (1) lot Managed Print Services
Purchase Request No.	: GAA-22-06-14022
Purchase / Work Order No.	: 22-07-153
Total Contract Price	: Php 612,000.00
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: Six Hundred Twelve Thousand Pesos

Upon issuance of this Notice, your company, **Quartz Business Products 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,


FRANZ A. DE LEON, Ph.D.
 Director


Digitally signed
 by Benjamin A. Lara

DATE OF ISSUANCE:

July 19, 2022

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