



25 April 2022

NOTICE TO PROCEED
 ALTERNATIVE MODE OF PROCUREMENT

Ms. JESSICA MAE C. DELOS REYES
 Proprietor
JDR Trading Services
 312 Tindalo St. Doña Rosario Heights
 Posadas Ave., Sucat, Muntinlupa City

Dear Ms. Delos Reyes,

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

Contract Name	: Supply and Delivery of One (1) piece Whiteboard with aluminum frame, 3x5ft
Purchase Request No.	: GAA-22-03-13294
Purchase / Work Order No.	: 22-04-089
Total Contract Price	: Php 4,050.00
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: Four Thousand Fifty Pesos

Upon issuance of this Notice, your company, **JDR Trading Services** 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
 Director Bayani Benjamin R. Lara

DATE OF ISSUANCE:

APRIL 27, 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