



Republic of the Philippines
Department of Science and Technology

ADVANCED SCIENCE AND TECHNOLOGY INSTITUTE



01 April 2022

NOTICE TO PROCEED
ALTERNATIVE MODE OF PROCUREMENT

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

Dear Ms. Reyes,

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

Contract Name	: Supply and Delivery of DOST-ASTI Various Supplies (1st Quarter)
Purchase Request No.	: GAA-22-02-13179
Purchase / Work Order No.	: 22-04-078
Total Contract Price	: Php 45,757.00
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: Forty Five Thousand Seven Hundred Fifty Seven Pesos

Upon issuance of this Notice, your company, **Pro Pen Office Supplies and Equipment Trading** 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

DATE OF ISSUANCE:

April 5, 2022

RECEIVED BY:

Signature over Printed Name

Date and Time

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