



ASTI – FM 03-17
REV 2 / 31 January 2020

PURCHASE ORDER

Supplier:	C&S Automotive Service & Trading Center Co.	PO No.:	21-03-046
Address:	64 Road 2, Barangay Bagong Pagasa, Quezon City	PO Date:	March 1, 2021
TIN:	010-236-726-000	Mode of Procurement:	NP: Small Value Procurement

Gentleman:

Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery:	ASTI Bldg., C.P. Garcia Ave., U.P. Technology Park Complex, U.P. Campus, Diliman, Quezon City 1101	Delivery Term:	Provided for under Description
Date of Delivery:		Payment Term:	Government Terms
		Warranty Term:	

Stock / Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	Lot	Repair of Toyota Innova with Plate No. SJX794 Repair shall include: Replacement of Brake Pads Replacement of Anti-Squeal Shim Reface Rotor Discs Replacement of LH RH Back Door Stay Replacement of Washer Reservoir Clip Diagnosis of Front Washer Motor Diagnosis of Engine Oil Leaks Pulldown and Cleaning of Intake Manifold Replacement of Automatic Transmission Fluid (ATF) Inspection of Exhaust Gas Recirculation (EGR) Inspection of Gas Filter/MAF Sensor Replacement of Hood Insulator and Clips Cabin Fumigation Note: 1. Includes parts and labor. 2. Inclusive of government taxes. 3. Delivery Terms: Repair must be completed within ten (10) calendar days once DOST-ASTI vehicle is handed over to the service center. 4. Diagnosis report may be required, if necessary. (Please see attached quotation.)	1	₱48,000.00	₱48,000.00
				TOTAL:	₱48,000.00
(Total Amount in Words)		Forty Eight Thousand Pesos Only			

The contract price is inclusive of taxes and other fees or charges. In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, DOST-ASTI may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances and in accordance with the provisions of the latest implementing rules and regulations of RA 9184.

Conforme:

Very Truly Yours,

(Signature over Printed Name of Supplier)

ALVIN E. RETAMAR
Officer-in-Charge, DOST-ASTI

[Handwritten Signature]
Digitally signed by Callao Reynaldo Joseph Aldocosa Jr.
Date: 2021.03.01 17:21:05 +08'00'

(Date)

Fund Cluster:	<u>01</u>	ORS / BURS No.:	<u>011011012021-03-000106</u>
		ORS / BURS Date:	<u>March 2, 2021</u>
Funds Available:	<u>Php 48,000.00</u>	Amount:	<u>₱ 48,000.00</u>
 GAY CONCEPCION S. BUGAGAO _____ Accountant III			



01 March 2021

NOTICE TO PROCEED
 ALTERNATIVE MODE OF PROCUREMENT

Ms. JOSEFINA C. COLET
 President
C&S Automotive Service & Trading Center Co.
 64 Road 2, Barangay Bagong Pagasa
 Quezon City
 Tel. No. 7618-4797 / 8529-5958

Dear Ms. Colet,

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

Contract Name	: <u>Repair of Toyota Innova with Plate No. SJX794</u>
Purchase Request No.	: <u>GAA-21-01-10838</u>
Purchase / Work Order No.	: <u>21-03-046</u>
Total Contract Price	: <u>Php 48,000.00</u>
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: <u>Forty Eight Thousand Pesos</u>

Upon issuance of this Notice, your company, **C&S Automotive Service & Trading Center Co.** 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,

ALVIN E. RETAMAR
 Officer-in-Charge, DOST-ASTI

Alvin E. Retamar
Digitally signed by
 Caliao Reynaldo
 Joseph Aldecoa Jr.
 Date: 2021.03.01
 17:20:32 +0800

DATE OF ISSUANCE:

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