



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

PURCHASE ORDER

Supplier:	Glyptic Art Enterprise	PO No.:	21-03-051
Address:	169 Area 6 Luzon Avenue, Old Balara, Diliman, Quezon City	PO Date:	March 25, 2021
TIN:	254-554-940-000	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:	On or before March 31, 2021	Payment Term:	Government Terms
		Warranty Term:	

Stock / Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	Piece	PLAQUES Specification: 54 Plaques At least 8" total height Supplier must provide designs in which the end-user will choose from. Texts will be provided by the end-user together with the design of choice. Plaques must be delivered on or before 31 March 2021. Price is inclusive of taxes, fees, and other charges. (Please see attached quotation.)	54	₱900.00	₱48,600.00
TOTAL:					₱48,600.00
(Total Amount in Words)		Forty Eight Thousand Six Hundred 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,

ALVIN E. RETAMAR

Officer-in-Charge, DOST-ASTI

[Signature]
Digitally signed by Callao Reynaldo Joseph Alderica, Jr.
Date: 2021.03.26 08:38:40 +0800

(Signature over Printed Name of Supplier)

(Date)

Fund Cluster:	01	ORS / BURS No.:	011021012021-03-000012
		ORS / BURS Date:	March 26, 2021
Funds Available:	Php 48,600.00	Amount:	₱ 48,600.00
GAY CONCEPCION S. BUGAGAO			
Accountant III			



25 March 2021

NOTICE TO PROCEED
 ALTERNATIVE MODE OF PROCUREMENT

Ms. CLAIRE ABRILLO
 Sales Representative
Glyptic Art Enterprise
 169 Area 6 Luzon Avenue, Old Balara,
 Diliman, Quezon City

Dear Ms. Abrillo,

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

Contract Name	: Supply and Delivery of Fifty-Four (54) Pieces Plaques
Purchase Request No.	: GAA-20-11-10587
Purchase / Work Order No.	: 21-03-051
Total Contract Price	: Php 48,600.00
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: Forty Eight Thousand Six Hundred Pesos

Upon issuance of this Notice, your company, **Glyptic Art Enterprise** 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

[Handwritten Signature]
Digitally signed by Callao
 Reynaldo Joseph
 Alsecoa Jr.
 Date: 2021.03.26
 08:37:26 +08'00'

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