



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

**PURCHASE ORDER**

<b>Supplier:</b>	<b>Anleo Maintenance &amp; Allied Services</b>	<b>PO No.:</b>	<b>21-05-065</b>
<b>Address:</b>	<b>Mitsui Bussan Village, Bajada, Davao City</b>	<b>PO Date:</b>	<b>May 3, 2021</b>
<b>TIN:</b>	<b>136-250-691</b>	<b>Mode of Procurement:</b>	<b>NP: Small Value Procurement</b>

Gentleman:

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

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

Stock / Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	Lot	<p><b>Radome Cleaning for Davao GRS</b> Radome cleaning must cover the inner side of the radome panels.</p> <ul style="list-style-type: none"> <li>- The contractor must provide all necessary equipment and manpower for the radome cleaning.</li> <li>- The contractor must provide a list of staff who will enter the Davao GRS.</li> </ul> <p>Note: - Radome is around 7.3 meters in diameter - Radome cleaning will be conducted in the Remote Transmitter Site, CAAP, Davao City. - Antenna structure inside the radome should not be touched or moved without the permission of the end-user.</p> <p>Delivery: Service must be conducted 2 months upon issuance of PO/NTP. Note: Price must be inclusive of tax, vat, and other government fees.</p> <p><i>(Please see attached quotation.)</i></p>	1	₱60,000.00	₱60,000.00
<b>TOTAL:</b>					<b>₱60,000.00</b>
<b>(Total Amount in Words)</b>		<b>Sixty Thousand Pesos Only</b>			

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)

Digitally signed by  
Franz A. de Leon, Ph.D.  
Date: 2021.05.14 20:11:02+08'00'  
**FRANZ A. DE LEON, Ph.D.**  
Director, DOST-ASTI

\_\_\_\_\_  
(Date)

Digitally signed by Caliao Reynaldo Joseph Aldocosa Jr.  
Date: 2021.05.04 16:20:22 +08'00'

<b>Fund Cluster:</b>	<u>01</u>	ORS / BURS No.:	<u>011011012021-05-000221</u>
		ORS / BURS Date:	<u>May 6, 2021</u>
<b>Funds Available:</b>	<u>Php 60,000.00</u>	Amount:	<u>₱ 60,000.00</u>
 Digitally signed by Gay Concepcion S. Bugagao Date: 2021.05.14 09:12:37 +08'00'			
<b>GAY CONCEPCION S. BUGAGAO</b>			
Accountant III			



03 May 2021

**NOTICE TO PROCEED**  
 ALTERNATIVE MODE OF PROCUREMENT

**Mr. ANLEO O. RECONES**  
 Assistant Manager  
**Anleo Maintenance & Allied Services**  
 Mitsui Bussan Village,  
 Bajada, Davao City

Dear Mr. Recones,


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

Contract Name	: <b>Radome Cleaning for Davao GRS</b>
Purchase Request No.	: <b>GAA-21-03-10998</b>
Purchase / Work Order No.	: <b>21-05-065</b>
Total Contract Price	: <b>Php 60,000.00</b>
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: <b>Sixty Thousand Pesos</b>

Upon issuance of this Notice, your company, **Anleo Maintenance & Allied 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,

  
 Digitally signed by  
 Franz A. de Leon,  
 Ph.D.  
 Date: 2021.05.14 20:  
 11:16 +08'00'  
**FRANZ A. DE LEON, Ph.D.**  
 Director

Digitally signed by Carlos  
 Francisco Alarico Alarico Jr.  
 Date: 2021.05.14 10:18:47  
 +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