



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

PURCHASE ORDER

Supplier:	Tiger Consulting and Software Devt Inc.	PO No.:	21-05-066
Address:	Unit 3A Pet Plans Tower, 444 EDSA, Guadalupe Viejo, Makati City	PO Date:	May 4, 2021
TIN:	007-073-548-000	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:	Ten (10) Calendar Days Upon Issuance of NTP
Date of Delivery:		Payment Term:	Government Terms
		Warranty Term:	

Stock / Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	Lot	<p>One (1) year subscription to a PDF editor</p> <p>a) Has the following features:</p> <ul style="list-style-type: none"> • Can create PDFs and export to Word, Excel, or PowerPoint • Can add, delete, or combine pages from multiple PDF files to create new PDF documents • Can edit and modify PDF contents • Can scan documents directly to pdf file and edit scanned documents • Can convert scanned documents to editable and searchable PDF • Can compare versions of PDF for review • Can validate and sign documents using digital signature; should be FIPS compliant • Can secure PDF documents through password and certificate encryption <p>b) Works with Windows 7/8/10</p> <p>c) Price is inclusive of taxes and other fees</p> <p>d) Should be delivered within ten (10) days upon issuance of NTP</p> <p><i>(Please see attached quotation.)</i></p>	1	₱7,995.00	₱7,995.00
				TOTAL:	₱7,995.00
(Total Amount in Words)		Seven Thousand Nine Hundred Ninety Five 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,

FRANZ A. DE LEON, Ph.D.

Director, DOST-ASTI

(Signature over Printed Name of Supplier)

Handwritten signature
Digitally signed by
Calleo Reynaldo
Joseph Alderson Jr.
Date: 2021.05.04
16:21:11 +08'00'

(Date)

Fund Cluster:	<u>01</u>	ORS / BURS No.:	<u>011011012021-05-000219</u>
		ORS / BURS Date:	<u>May 5, 2021</u>
Funds Available:	<u>Php 7,995.00</u>	Amount:	<u>₱ 7,995.00</u>
 GAY CONCEPCION S. BUGAGAO _____ Accountant III			



04 May 2021

NOTICE TO PROCEED
 ALTERNATIVE MODE OF PROCUREMENT

Ms. CHRISTINE VIDAD
 Sales Executive
Tiger Consulting and Software Devt Inc.
 Unit 3A Pet Plans Tower, 444 EDSA,
 Guadalupe Viejo, Makati City

Dear Ms. Vidad,

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

Contract Name	: Supply and Delivery of One (1) Year Subscription to a PDF Editor
Purchase Request No.	: GAA-21-03-11025
Purchase / Work Order No.	: 21-05-066
Total Contract Price	: Php 7,995.00
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: Seven Thousand Nine Hundred Ninety Five Pesos

Upon issuance of this Notice, your company, **Tiger Consulting and Software Devt Inc.** 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

[Handwritten Signature]
Digitally signed by Callao
 Francisco, Joseph Adoracion Jr.
 Date: 2021.05.04 16:19:28
 +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