



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

PURCHASE ORDER

Supplier:	K.O.B.S. Customers First Trading Inc.	PO No.:	21-06-123
Address:	Rm. 1004 Ray Burton Mansion, #1312 Alvarado Extension, Tondo, Manila	PO Date:	June 29, 2021
TIN:	007-919-485-000	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>Software maintenance service for existing JIRA server deployment</p> <p>- The software maintenance [1] service must provide access to technical support and software product updates for DOST-ASTI's on-premise JIRA software, including but not limited to software version upgrades, security patches and bug fixes, should there be any, one (1) year since the expiration of the previous software maintenance service</p> <p>- Designated ASTI administrator must be able to raise support requests to regionally-based technical support team either through their customer support system, or troubleshooting and support tool</p> <p>Support hours must be nine (9) hours per day, Monday to Friday, Philippine Standard Time (UTC+8), including holidays</p> <p>- Technical support service must meet the following initial response times [2] :</p> <p>(a) 2 business hours for production application down or major malfunctions affecting business and high number of staff (Level 1)</p> <p>(b) 6 business hours for serious degradation of application performance or functionality (Level 2)</p> <p>(c) 1 business day for application issues that moderately impacts business operations</p> <p>(d) 2 business day for issues or questions with limited business impact</p> <p>- Quoted price must be inclusive of tax and other applicable fees</p> <p>- Activation of the service must be within 10 days from the issuance of notice to proceed (NTP)</p> <p>Bibliography: [1] Accessed from https://www.atlassian.com/licensing/resellers#licensing [2] Accessed from https://confluence.atlassian.com/support/atlassian-support-offerings-193299636.html</p> <p><i>(Please see attached quotation.)</i></p>	1	₱224,888.88	₱224,888.88
				TOTAL:	₱224,888.88

(Total Amount in Words)	Two Hundred Twenty Four Thousand Eight Hundred Eighty Eight Pesos and Eighty Eight Centavos Only
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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)

FRANZ A. DE LEON, Ph.D.

Director, DOST-ASTI

[Handwritten Signature]
Digitally signed by Callao
Ruyalido, Joseph Alderson Jr.
Date: 2021.06.29 14:37:46
+08'00'

(Date)

Fund Cluster:	<u>01</u>	ORS / BURS No.:	<u>011011012021-07-000356</u>
		ORS / BURS Date:	<u>July 1, 2021</u>
Funds Available:	<u>P 224,888.88</u>	Amount:	<u>₱ 224,888.88</u>
<p>_____ GAY CONCEPCION S. BUGAGAO Accountant III</p>			



29 June 2021

NOTICE TO PROCEED
 ALTERNATIVE MODE OF PROCUREMENT

Ms. KRISTINE O. SEE
 General Manager
K.O.B.S. Customers First Trading Inc.
 Rm. 1004 Ray Burton Mansion,
 #1312 Alvarado Extension,
 Tondo, Manila

Dear Ms. See,

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

Contract Name	: Supply and Delivery of Software maintenance service for existing JIRA server deployment
Purchase Request No.	: GAA-20-11-10555
Purchase / Work Order No.	: 21-06-123
Total Contract Price	: Php 224,888.88
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: Two Hundred Twenty Four Thousand Eight Hundred Eighty Eight Pesos and Eighty Eight Centavos

Upon issuance of this Notice, your company, **K.O.B.S. Customers First Trading 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

 Digitally signed by **Francis Ruyvelto Joseph Alibaco, Jr.**
 Date: 2021.06.29 16:38:53 +08'00'

DATE OF ISSUANCE:

RECEIVED BY:

 Signature over Printed Name

 Date and Time