



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

**PURCHASE ORDER**

<b>Supplier:</b>	<b>Gemstone Enterprise</b>	<b>PO No.:</b>	<b>21-08-152</b>
<b>Address:</b>	<b>Unit 7 VAVA Bldg. Verdant Ave., Verdant Acres Subdivision, Pamplona Tres Las Piñas City</b>	<b>PO Date:</b>	<b>August 26, 2021</b>
<b>TIN:</b>	<b>101-559-086-000</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>Thirty (30) Calendar Days upon issuance of NTP</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>SOFA SET with Center and Side Table</b> compose of 1 unit of 3 seaters and 2 units of 1 seater, 1 center table and 1 side table</p> <ul style="list-style-type: none"> <li>- Sofa Specification <ul style="list-style-type: none"> <li>- with armrest and backrest</li> <li>- Upholstery in High Quality leatherette</li> <li>- High Density foam</li> <li>- Stainless/Steel legs</li> <li>- color Black</li> </ul> </li> <li>- Dimension : <ul style="list-style-type: none"> <li>- 3 seaters at least W1940 x D760 x H800 mm</li> <li>- 1 seater at least W 800 x D760 x H 800 mm</li> </ul> </li> <li>- Center Table Specification <ul style="list-style-type: none"> <li>- glass top with second layer</li> <li>- chrome legs</li> <li>- Dimension L1100 x W600 x H420 mm</li> </ul> </li> <li>- Side Table Specification <ul style="list-style-type: none"> <li>-glass top with second layer</li> <li>-chrome legs</li> <li>- Dimensions L600 x W 600 x H 420mm</li> </ul> </li> </ul> <p>Notes:  <ul style="list-style-type: none"> <li>- Provide sample for each offer</li> <li>-Price inclusive of government fees, taxes and duties-At least 1 year warranty</li> <li>-Delivery terms: Items/s should be delivered within 30 calendar days upon issuance of NTP</li> </ul>   <i>(Please see attached quotation.)</i> </p>	1	<b>₱72,000.00</b>	<b>₱72,000.00</b>
				<b>TOTAL:</b>	<b>₱72,000.00</b>
<b>(Total Amount in Words)</b>		<b>Seventy Two 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)

**FRANZ A. DE LEON, Ph.D.**

Director, DOST-ASTI



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

<b>Fund Cluster:</b>	<u>01</u>	ORS / BURS No.:	<u>011021012021-09-000026</u>
		ORS / BURS Date:	<u>September 01, 2021</u>
<b>Funds Available:</b>	<u>Php 72,000.00</u>	Amount:	<u>₱ 72,000.00</u>
 <b>GAY CONCEPCION S. BUGAGAO</b> _____ Accountant III			



26 August 2021

**NOTICE TO PROCEED**  
 ALTERNATIVE MODE OF PROCUREMENT

**Ms. GERALDINE G. NACIONAL**  
 Marketing Executive  
**Gemstone Enterprise**  
 Uni 7 VAVA Bldg. Verdant Ave.,  
 Verdant Acres Subdivision, Pamplona Tres,  
 Las Piñas City

Dear Ms. Nacional,

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

Contract Name	: <b>Supply and Delivery of One (1) lot Sofa Set with Center and Side Table</b>
Purchase Request No.	: <b>GAA-21-05-11435</b>
Purchase / Work Order No.	: <b>21-08-152</b>
Total Contract Price	: <b>Php 72,000.00</b>
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: <b>Seventy Two Thousand Pesos</b>

Upon issuance of this Notice, your company, **Gemstone 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,

**FRANZ A. DE LEON, Ph.D.**  
 Director



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