



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

PURCHASE ORDER

Supplier:	J8's Trading	PO No.:	21-09-155
Address:	Unit A Block 3 Lot 8 Capitoline Hills St., BF Resort Village, Talon Dos, Las Piñas City	PO Date:	September 1, 2021
TIN:	305-937-096-000	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:	Thirty (30) 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	Piece	Laptop keyboard compatible to Lenovo G40-80 US English keyboard layout black installation not included Delivery Term: 30 calendar days upon NTP issuance Note: End-users: Khatlyn Rabago - Property No. MITHI-025 Rowena Alejaga - Serial No. PF0DLZTE Jenlyn Delos Reyes - Serial No. PF0DALFC Berna Thea Cruz - Property No. MITHI-018 Hazel Beleganio - Property No. MITHI-021 <i>(Please see attached quotation.)</i>	5	₱3,800.00	₱19,000.00
	Piece	Laptop Charger Model No. ADLX45NDC3A OEM compatible to Lenovo G40-80 Delivery Term: 30 calendar days upon NTP issuance Note: End-user: Camille Larios - Property No. MITHI-028 <i>(Please see attached quotation.)</i>	1	₱1,800.00	₱1,800.00
				TOTAL:	₱20,800.00
(Total Amount in Words)		Twenty Thousand Eight 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.

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

Conforme:

Very Truly Yours,

 Digitally signed by
Franz A. de Leon, Ph.D.
Date: 2021.09.08 22:36:
06+08'00'

FRANZ A. DE LEON, Ph.D.


Director, DOST-ASTI



(Signature over Printed Name of Supplier)

September 9, 2021

(Date)

Fund Cluster:	<u>01</u>	ORS / BURS No.:	<u>011011012021-09-000517</u>
		ORS / BURS Date:	<u>September 03, 2021</u>
Funds Available:	<u>Php 20,800.00</u>	Amount:	<u>₱ 20,800.00</u>
 Digitally signed by Gay Concepcion S. Bugagao GAY CONCEPCION S. BUGAGAO _____ Accountant III			



01 September 2021

NOTICE TO PROCEED
 ALTERNATIVE MODE OF PROCUREMENT

Ms. JENNYFER F. MAYORDO
 Sales
J8's Trading
 Unit A Block 3 Lot 8 Capitoline Hills St.,
 BF Resort Village, Talon Dos, Las Piñas City

Dear Ms. Mayordo,

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

Contract Name	: Supply and Delivery of Five (5) pieces Laptop keyboard and Laptop Charger
Purchase Request No.	: GAA-21-05-11302
Purchase / Work Order No.	: 21-09-155
Total Contract Price	: Php 20,800.00
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: Twenty Thousand Eight Hundred Pesos

Upon issuance of this Notice, your company, **J8's Trading** 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: 2021.09.08 22:36:
 24+08'00'

FRANZ A. DE LEON, Ph.D.
 Director

DATE OF ISSUANCE:

September 9, 2021

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