



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

**PURCHASE ORDER**

<b>Supplier:</b>	<b>Mendo Enterprises</b>	<b>PO No.:</b>	<b>21-09-158</b>
<b>Address:</b>	<b>Block 11 Lot 12-C Bulova St. South Fairview, Quezon City</b>	<b>PO Date:</b>	<b>September 3, 2021</b>
<b>TIN:</b>	<b>209-829-905-000</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	Piece	<p><b>RAM</b> 4gb DDR3L 1600MHz SODIMM 1.35V compatible to Lenovo G40-80 installation not included Delivery Term: 30 calendar days upon NTP issuance</p> <p>Note: End-Users: Rowena Alejaga - Serial No. PF0DLZTE Alejandro Petilla - Property No. MITHI-024 Berna Thea Cruz - Property No. MITHI-018 Hazel Beleganio - Property No. MITHI-021</p> <p><i>(Please see attached quotation.)</i></p>	4	₱1,040.00	₱4,160.00
2	Piece	<p><b>Laptop Battery</b> rechargeable li-ion battery 41Wh at least 2800 mAh compatible to Lenovo G40-80 Battery model: L12S4E01 genuine/OEM Delivery Term: 30 calendar days upon NTP issuance</p> <p>Note: End-users: Alejandro Petilla - Property No. MITHI-024 Camille Larios - Property No. MITHI-028</p> <p><i>(Please see attached quotation.)</i></p>	2	₱3,640.00	₱7,280.00

3	Piece	<b>Laptop battery</b> Compatible to Lenovo X240 6-cell Lithium-Ion Battery energy: 72Wh Genuine Delivery Term: 30 calendar days upon NTP issuance  Note: End-User: Rene Mendoza - Property No. CoARE-050  <i>(Please see attached quotation.)</i>	1	₱4,550.00	₱4,550.00
4	Piece	<b>Laptop Palmrest+Touchpad</b> compatible to Lenovo G40-80 installation not included Delivery Term: 30 calendar days upon NTP issuance  End-user: Berna Thea Cruz  <i>(Please see attached quotation.)</i>	1	₱1,210.00	₱1,210.00
				<b>TOTAL:</b>	<b>₱17,200.00</b>
<b>(Total Amount in Words)</b>		<b>Seventeen Thousand Two Hundred 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



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(Date)

<b>Fund Cluster:</b>	<u>01</u>	ORS / BURS No.:	<u>011011012021-09-000531</u>
		ORS / BURS Date:	<u>September 08, 2021</u>
<b>Funds Available:</b>	<u>Php 17,200.00</u>	Amount:	<u>₱17,200.00</u>
<b>GAY CONCEPCION S. BUGAGAO</b> _____ Accountant III			



03 September 2021

**NOTICE TO PROCEED**  
 ALTERNATIVE MODE OF PROCUREMENT

**Ms. MA. SOCORRO MENDOZA**  
 Sole Proprietor  
**Mendo Enterprises**  
 Block 11 Lot 12-C Bulova St.  
 South Fairview, Quezon City

Dear Ms. Mendoza,

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

Contract Name	: <b>Supply and Delivery of Four (4) pieces RAM and Other Items</b>
Purchase Request No.	: <b>GAA-21-05-11302</b>
Purchase / Work Order No.	: <b>21-09-158</b>
Total Contract Price	: <b>Php 17,200.00</b>
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: <b>Seventeen Thousand Two Hundred Pesos</b>

Upon issuance of this Notice, your company, **Mendo Enterprises** 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

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 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  
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 Fax No. : +632 8426-9764

ASTI—FM 03-19  
 REV 1 / 13 January 2020