



Republic of the Philippines  
 Department of Science and Technology  
**ADVANCED SCIENCE AND TECHNOLOGY INSTITUTE**



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

**PURCHASE ORDER**

<b>Supplier:</b>	<b>ROSHQ Trading</b>	<b>PO No.:</b>	<b>23-08-163</b>
<b>Address:</b>	<b>#22 Emerald Square, P. Tuazon St., Milagrosa Project 4, Quezon City 1109</b>	<b>PO Date:</b>	<b>August 15, 2023</b>
<b>TIN:</b>	<b>152-790-864-00000</b>	<b>Mode of Procurement:</b>	<b>NP-Shopping (b)</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>Ten (10) 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	Gallon	<b>ALCOHOL, Ethyl, 1 Gallon</b> 1. TECHNICAL SPECIFICATIONS 1.1. 70% (±2) v/v Ethanol (Ethyl Alcohol) 1.2. Volume: 1 Gallon or at least 3.785 Liters (3,785 mL) 1.3. Colorless clear liquid 1.4. HDPE Plastic container 1.5. With tamper proof or shrink-wrapped cap that needs tearing to open Leak and Evaporation Proof Sealed Cap Liner 1.6. FDA Approved  2. DELIVERY 2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP  (Please see attached quotation.)	31	₱228.00	₱7,068.00
2	Box	<b>CLIP, backfold, 25mm</b> 1. TECHNICAL SPECIFICATIONS 1.1. all metal 1.2. 12pcs per box  2. DELIVERY 2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP  (Please see attached quotation.)	20	₱20.00	₱400.00
				<b>TOTAL:</b>	<b>₱7,468.00</b>
<b>(Total Amount in Words)</b>		<b>Seven Thousand Four Hundred Sixty Eight Pesos Only</b>			

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

8/15/2023  
 3 - BPA

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.**

Digitally signed  
by Benjamin R. Lara

Director, DOST-ASTI

\_\_\_\_\_  
(Signature over Printed Name of Supplier)

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

<b>Fund Cluster:</b>	<u>01</u>	<b>ORS / BURS No.:</b>	<u>011011012023-08-000627</u>
		<b>ORS / BURS Date:</b>	<u>AUGUST 16, 2023</u>
<b>Funds Available:</b>	<u>PHP 7,468.00</u>	<b>Amount:</b>	<u>₱ 7,468.00</u>
 <b>GAY CONCEPCION S. BUGAGAO</b> Accountant III			



15 August 2023

**NOTICE TO PROCEED**  
ALTERNATIVE MODE OF PROCUREMENT

**Ms. HELENE S. QUINTERO**

Owner

**ROSHQ Trading**

#22 Emerald Square, P. Tuazon St.

Milagrosa Project 4, Quezon City 1109

Dear Ms. Quintero,

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

Contract Name	: <b>Supply and Delivery of Various Office Supplies for 3rd Quarter</b>
Purchase Request No.	: <b>GAA-23-07-17135</b>
Purchase / Work Order No.	: <b>23-08-163</b>
Total Contract Price	: <b>Php 7,468.00</b>
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: <b>Seven Thousand Four Hundred Sixty Eight Pesos</b>

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

**FRANZ A. DE LEON, Ph.D.** Digitally signed by Franz A. De Leon  
Director

DATE OF ISSUANCE:

August 17, 2023

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

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