



AG 2023-08-0022
081 2023-08-000027



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

PURCHASE ORDER

Supplier:	BUSINESS MACHINES CORPORATION	PO No.:	23-08-167
Address:	Carson Bldg., 1888 Orense St., Guadalupe Nuevo, Makati City 1212	PO Date:	August 15, 2023
TIN:	000-302-982-00000	Mode of Procurement:	NP-Shopping (b)

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	Unit	<p>Overhead Scanner</p> <p>1. GENERAL OVERVIEW</p> <p>1.1 The Advanced Science and Technology Institute (herein referred as to the "Institute") is seeking qualified and competent bidders for the supply and delivery of four (4) units of Overhead Scanner.</p> <p>1.2. The approved budget for the contract is inclusive of all applicable government taxes and service charges.</p> <p>1.3. The technical specifications indicated herein are minimum requirements, unless otherwise specified.</p> <p>1.4. The procurement of the Overhead Scanner will be used for digitization of records and documents of Budget, Accounting, Procurement Management Section (PMS) and the Office of the Director (OD).</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Scans an A3 size documents in at least 3 seconds.</p> <p>2.2. Scanning Color Mode: Color, Grayscale, Monochrome, Automatic</p> <p>2.3. Optical Resolution: at east 280 to 215 dpi for horizontal scanning and at least 280 to 150 dpi for vertical scanning.</p> <p>2.4. Document Size: 17.0 x 11.8 in. (Maximum); 1 x 1 in. (Minimum)</p> <p>2.5. Paper Thickness: at least 1.15 in</p> <p>2.6. Connectivity: USB2.0</p> <p>2.7. Can easily scan newspapers, magazines, books or documents of up to 30mm thick without cutting or damaging them.</p> <p>2.8. Can digitize multiple documents (at least 8) at once.</p> <p>2.9. With Auto Book Correction function that automatically flatten and correct the curve distortion.</p> <p>2.10. With Point Retouch function that can remove fingers captured during scanning.</p> <p>2.11. With Page Turning Detection function that detects when a page is turned and automatically begins scanning.</p> <p>2.12. With Time Mode function that can allow users to set a fixed time interval for scanning.</p>	4	P45,490.00	P181,960.00

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


	<p>2.13. With Automatic Rotation and Color Detection function.</p> <p>2.14. With the following accessories: AC cable, AC adapter, USB cable, User Guide/Manual, Background Pad, Extenders.</p> <p>3. WARRANTY</p> <p>3.1. Supplier warrants items against defects in manufacturing and shipping and delivery issues.</p> <p>3.2. Replacement unit should be provided for defective units, seven (7) calendar days upon receipt of notice from the end-user and/or ASTI Property and Supply Section</p> <p>4. TERMS OF DELIVERY AND PAYMENT</p> <p>4.1. The price of the supplier must be inclusive of government taxes and additional fees.</p> <p>4.2. Delivery shall be made by the supplier within 30 calendar days upon issuance of Notice to Proceed.</p> <p>4.3. Full payment will only be given once the items were completely delivered, inspected, and accepted by the End User. No payment shall be made for the supplies and materials not yet delivered under this contract.</p> <p>(Please see attached quotation.)</p>			
				TOTAL: P181,960.00
(Total Amount in Words)		One Hundred Eighty One Thousand Nine Hundred Sixty 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.


Conforme:

Very Truly Yours,

(Signature over Printed Name of Supplier)


FRANZ A. DE LEON, Ph.D. Digitally signed by Franz A. De Leon
 Director, DOST-ASTI

(Date)

Fund Cluster:	<u>01</u>	ORS / BURS No.:	<u>01021012023-08-00027</u>
Funds Available:	<u>PHP 181,960.00</u>	ORS / BURS Date:	<u>AUGUST 16, 2023</u>
		Amount:	<u>₱ 181,960.00</u>
 GAY CONCEPCION S. BUGAGAO Accountant III			



15 August 2023

NOTICE TO PROCEED
ALTERNATIVE MODE OF PROCUREMENT

Ms. MYLENE PALALAY
Government Supervisor
BUSINESS MACHINES CORPORATION
Carson Bldg., 1888 Orense St., Guadalupe Nuevo
Makati City 1212

Dear Ms. Palalay,

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

	Contract Name	: Supply and Delivery of Four (4) Units Overhead Scanner
	Purchase Request No.	: GAA-23-07-17229
	Purchase / Work Order No.	: 23-08-167
	Total Contract Price	: Php 181,960.00
(inclusive of taxes, import duties and all other charges or fees)	Total Contract Price in Words	: One Hundred Eighty One Thousand Nine Hundred Sixty Pesos

Upon issuance of this Notice, your company, **BUSINESS MACHINES CORPORATION** 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 **Benjamin R. Lara**
Director

DATE OF ISSUANCE:

August 17, 2023

RECEIVED BY:

Signature over Printed Name

Date and Time

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