



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

**PURCHASE ORDER**

<b>Supplier:</b>	<b>J &amp; J CONSUMER GOODS TRADING</b>	<b>PO No.:</b>	<b>23-08-172</b>
<b>Address:</b>	<b>1737H Dian cor. Dayap St., Palanan, Makati City 1235</b>	<b>PO Date:</b>	<b>August 24, 2023</b>
<b>TIN:</b>	<b>205-681-388-00000</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	Box	<b>STAPLE WIRE, standard</b> 1. TECHNICAL SPECIFICATIONS 1.1. Five Thousand (5,000) wires per box 1.2. Staple wire no.35 Metal 1.3. Both ends of the staples shall have either blunt or chisel point ends  2. DELIVERY 2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP  (Please see attached quotation.)	19	₱30.00	₱570.00
2	Pack	<b>Special Board Paper</b> 1. TECHNICAL SPECIFICATIONS 1.1. Size: A4 1.2. Color: off-white/cream 1.3. Thickness: 200gsm 1.4. Quantity: 10 sheets/pack  2. DELIVERY 2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP  (Please see attached quotation.)	50	₱45.00	₱2,250.00
				<b>TOTAL:</b>	<b>₱2,820.00</b>
<b>(Total Amount in Words)</b>		<b>Two Thousand Eight Hundred Twenty 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>011011012023-08-000655</u>
		ORS / BURS Date:	<u>AUGUST 30, 2023</u>
<b>Funds Available:</b>	<u>PHP 2,820.00</u>	Amount:	<u>₱ 2,820.00</u>
 <b>GAY CONCEPCION S. BUGAGAO</b> Accountant III			



24 August 2023

**NOTICE TO PROCEED**  
**ALTERNATIVE MODE OF PROCUREMENT**

**Ms. ROWENA MORALES**  
Account Executive  
**J & J CONSUMER GOODS TRADING**  
#1737H Dian St. cor. Dayap St.  
Palanan, Makati City 1235

Dear Ms. Morales,

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>23-08-172</b>
	Total Contract Price	: <b>Php 2,820.00</b>
(inclusive of taxes, import duties and all other charges or fees)	Total Contract Price in Words	: <b>Two Thousand Eight Hundred Twenty Pesos</b>

Upon issuance of this Notice, your company, **J & J CONSUMER GOODS 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.** Digital Signature by Franz A. De Leon  
Director

DATE OF ISSUANCE:

Sep 04, 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  
Website : [www.asti.dost.gov.ph](http://www.asti.dost.gov.ph)  
Email : [info@asti.dost.gov.ph](mailto: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