



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

Supplier:	ARTJOHNLEY ENTERPRISES	PO No.:	23-09-179
Address:	47 Victoria St., Sauyo, Quezon City	PO Date:	September 6, 2023
TIN:	234-924-389-000	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:	Fifteen (15) 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	ALUMINUM ALLOY STAND LAPTOP STAND 1. TECHNICAL SPECIFICATIONS 1.1. Material: Aluminum Alloy 1.2. Size: 260x240x150mm (Approximate) 1.3. Color: Silver (Preferred but not required) 1.4. Unit Weight: 620g (Approximate) 1.5. Thickness: 6mm 1.6. Fit for eight (8) to fifteen (15) inches laptop 2. DELIVERY 2.1. Delivery shall be made by the supplier within fifteen (15) calendar days upon issuance of Notice to Proceed. (Please see attached quotation.)	4	₱625.00	₱2,500.00
				TOTAL:	₱2,500.00
(Total Amount in Words)		Two Thousand Five 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.

Conforme:

Very Truly Yours,

 (Signature over Printed Name of Supplier)

FRANZ A. DE LEON, Ph.D.
 Director, DOST-ASTI

 (Date)

Fund Cluster:	<u>01</u>	ORS / BURS No.:	<u>0102102023-0900030</u>
Funds Available:	<u>PHP 2,500.00</u>	ORS / BURS Date:	<u>SEPTEMBER 07, 2023</u>
		Amount:	<u>₱ 2,500.00</u>
 GAY CONCEPCION S. BUGAGAO Accountant III			

Postal Address : ASTI Bldg., U.P. Technology Park Complex,
 CP Garcia Ave., Dillman, Quezon City 1101
 Website : www.asit.dost.gov.ph
 Email : info@asti.dost.gov.ph

Tel No. : +632 8249-8500
 +632 8426-9755;
 Fax No. : +632 8426-9764



06 September 2023

NOTICE TO PROCEED
 ALTERNATIVE MODE OF PROCUREMENT

Mr. AHRT JOHNLEY S. CRUZ
 Sales Intern
ARTJOHNLEY ENTERPRISES
 47 Victoria St., Sauyo
 Quezon City

Dear Mr. Cruz,

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

Contract Name	: Supply and Delivery of Four (4) Units Aluminum Alloy Stand Laptop Stand
Purchase Request No.	: GAA-23-07-17199
Purchase / Work Order No.	: 23-09-179
Total Contract Price	: Php 2,500.00
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: Two Thousand Five Hundred Pesos

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

Digitaly signed by Franz A. De Leon

DATE OF ISSUANCE:

SEP 08 2023

RECEIVED BY:

 Signature over Printed Name

 Date and Time

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