



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>KOI INDUSTRIAL SUPPLY</b>	<b>PO No.:</b>	<b>23-10-205</b>
<b>Address:</b>	<b>Blk 24 Lot 11 Blanca St., Montefaro St. West Alapan I-B, Imus City, Cavite 4103</b>	<b>PO Date:</b>	<b>October 10, 2023</b>
<b>TIN:</b>	<b>217-429-619-000</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>EPDC Bldg., MIRDC Compound, General Santos Ave., Taguig City, 1631 Metro Manila</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>Wireless Computer Mouse</b></p> <p>1. GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders for the Supply and Delivery of Three (3) Pieces Wireless computer mouse, to be used by Electronics Product Development Center (EPDC) Sales and Marketing Department.</p> <p>1.2. The Approved Budget for the Contract is inclusive of all applicable government taxes and other charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Supply and delivery of Three (3) Pieces Wireless computer mouse, with the following specifications:</p> <p>2.1.1. Sensor Technology: High Precision Optical Tracking</p> <p>2.1.2. Sensor resolution: 1000 dpi</p> <p>2.1.3. Battery type: 1 AA pre-installed battery</p> <p>2.1.4. Dimensions: 107 mm x 59 mm x 26.5 mm (H x W x D)</p> <p>2.2. Warranty</p> <p>2.2.1. Units must carry at least one (1) year warranty, which shall commence from the date of acceptance of the end-user.</p> <p>3. PAYMENT AND DELIVERY TERMS</p> <p>3.1. Must be delivered within Thirty (30) calendar days upon issuance of Notice to Proceed to EPDC Bldg., MIRDC Compound, General Santos Ave., Taguig City, 1631 Metro Manila.</p> <p>3.2. Full payment will only be processed once completely delivered, inspected, and accepted by the end-user.</p> <p>(Please see attached quotation.)</p>	3	P1,150.00	P3,450.00
				<b>TOTAL:</b>	<b>P3,450.00</b>
<b>(Total Amount in Words)</b>		<b>Three Thousand Four Hundred Fifty Pesos Only</b>			

*MRO2 - Continuing  
1st office sup*

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

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 Franz A. De Leon, DN: cn=Franz A. De Leon

Director, DOST-ASTI

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

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

<b>Fund Cluster:</b>	<u>01</u>	<b>ORS / BURS No.:</b>	<u>011021012023-10-000092</u>
		<b>ORS / BURS Date:</b>	<u>OCTOBER 12, 2023</u>
<b>Funds Available:</b>	<u>PHP 3,450.00</u>	<b>Amount:</b>	<u>₱ 3,450.00</u>
 <b>GAY CONCEPCION S. BUGAGAO</b> Accountant III			



10 October 2023

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

**Ms. MYRA FE DELMAR**  
 Sales Staff  
**KOI INDUSTRIAL SUPPLY**  
 Blk 24 Lot 11 Blanca St.  
 Montefaro St. West Alapan I-B  
 Imus City, Cavite 4103

Dear Ms. Delmar,

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

Contract Name	: <b>Supply and Delivery of Three (3) Pieces Wireless Computer Mouse</b>
Purchase Request No.	: <b>GAA-23-09-17520</b>
Purchase / Work Order No.	: <b>23-10-205</b>
Total Contract Price	: <b>Php 3,450.00</b>
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: <b>Three Thousand Four Hundred Fifty Pesos</b>

Upon issuance of this Notice, your company, **KOI INDUSTRIAL SUPPLY** 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,

  
**FRANZA A. DE LEON, Ph.D.** Director  
 Director

DATE OF ISSUANCE:

**OCT 17 2023**

RECEIVED BY:

\_\_\_\_\_  
 Signature over Printed Name

\_\_\_\_\_  
 Date and Time

Postal Address : ASTI Bldg., U.P. Technology Park Complex,  
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ASTI-FM 03-19  
 REV 2 / 05 October 2023