



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

PURCHASE ORDER

Supplier:	SUNTAWOOD HOME & OFFICE, INC.	PO No.:	QCS-23-03-009
Address:	Lot 7 Block 1, Zabarte Road, Brgy. 177, Camarin, Caloocan City 1422	PO Date:	March 08, 2023
TIN:	771-301-541-00000	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>Office chair</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. The Advanced Science and Technology Institute is seeking qualified and competent bidders for the supply and delivery of twenty-three (23) Office chair</p> <p>1.2. Said units shall be used as workstation in the daily work of the staffs</p> <p>1.3. The approved budget for the contract is inclusive of all applicable government taxes and service charges</p> <p>1.4. The technical specifications indicated herein are minimum requirement unless otherwise specified.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Features: Adjustable (height), Extendable, Revolving</p> <p>2.2. Material: Mesh; 350 aluminum alloy foot; silent non-slip PU wheelchair with large edge, smooth passivating foot edge</p> <p>2.3. Gas lift: D100 gas lift</p> <p>2.4. Mechanism: up-down and back tilting adjustable mechanism</p> <p>2.5. lumbar: height adjustable lumbar support</p> <p>2.6. armrest: 3D adjustable armrest, 360° rotating handrails</p> <p>2.7. headrest: height and angle adjustable headrest</p> <p>2.8. 90°-120° reclining backrest</p> <p>3. WARRANTY</p> <p>3.1. Supplier warrants the item against defects in manufacturing and shipping and delivery issues.</p> <p>3.2. Defective and incorrect items shall be replaced.</p> <p>3.3. Warranty Period: at least six (6) months</p> <p>4. PAYMENT AND DELIVERY TERMS</p> <p>4.1. The Price of bid must be inclusive of government taxes and additional fees.</p> <p>4.2. Delivery of goods shall be made by the supplier within thirty (30) days upon issuance of Notice to Proceed.</p>	23	P8,580.00	P197,340.00

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


	4.3. Government terms, payment upon complete delivery 4.4. Item must be brand new and unused. (Please see attached quotation.)			
			TOTAL:	P197,340.00
(Total Amount in Words)		One Hundred Ninety-Seven Thousand Three Hundred Forty 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>07</u>	ORS / BURS No.:	<u>073096012023-03-000074</u>
		ORS / BURS Date:	<u>MARCH 09, 2023</u>
Funds Available:	<u>PHP 197,340.00</u>	Amount:	<u>₱197,340.00</u>
 GAY CONCEPCION S. BUGAGAO Accountant III			



08 March 2023

NOTICE TO PROCEED
 ALTERNATIVE MODE OF PROCUREMENT

Ms. GEMMA T. PENITON
 Authorized Representative
SUNTAWOOD HOME & OFFICE, INC.
 Lot 7 Block 1, Zabarte Road
 Brgy. 177, Camarin, Caloocan City 1422

Dear Ms. Peniton,

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

Contract Name	: Supply and Delivery of Twenty-Three (23) Units of Office chair
Purchase Request No.	: QCS-23-02-16059
Purchase / Work Order No.	: QCS-23-03-009
Total Contract Price	: Php 197,340.00
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: One Hundred Ninety Seven Thousand Three Hundred Forty Pesos

Upon issuance of this Notice, your company, **SUNTAWOOD HOME & OFFICE, INC.** 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

DATE OF ISSUANCE:

March 10, 2023

RECEIVED BY:

 Signature over Printed Name

 Date and Time

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