



Republic of the Philippines
DEPARTMENT OF SCIENCE AND TECHNOLOGY
ADVANCED SCIENCE AND TECHNOLOGY INSTITUTE



PURCHASE ORDER

ASTI - FM 03-17
 REV 3 / 10 October 2023

| | | | |
|------------------|---|-----------------------------|--------------------------|
| Supplier: | BAN BEE COMMERCIAL CO., INC. | PO No.: | SAR-AIS-24-03-002 |
| Address: | 856-858 C.M. Recto Ave., Brgy. 242 Zone 22, Tondo, Manila 1012 | PO Date: | March 21, 2024 |
| TIN: | 001-609-075-000 | Mode of Procurement: | 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 | Piece | CERTIFICATE HOLDER 1. GENERAL OVERVIEW 1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency. 1.2. The ABC includes all applicable government taxes and services charges 2. TECHNICAL SPECIFICATIONS 2.1. Size: A4 2.2. made of plastic materials 2.3. Color: Blue 2.4. Provide sample for approval 3. DELIVERY 3.1. Delivery shall be made by the Supplier within fifteen (15) calendar days upon issuance of NTP (Please see attached quotation.) | 50 | P45.00 | P2,250.00 |
| 2 | Ream | PAPER, MULTICOPY A4 1. GENERAL OVERVIEW 1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency. 1.2. The ABC includes all applicable government taxes and services charges 2. TECHNICAL SPECIFICATIONS 2.1. Basis Weight: 80gsm (-3%) 2.2. Size: A4, 210mm x 297mm (±2mm in either direction) 2.3. Sheet Count (min.): 500 sheets per ream 2.4. Trim sizes shall be along machine direction or long grain 2.5. Intended application: For laser printer, standard office copier, etc. | 200 | P210.00 | P42,000.00 |

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

| | | | |
|--------------------------------|---|---|-------------------|
| | 2.6. Paper shall be at least Elemental Chlorine Free (ECF) 2.7. Any wrapping paper and carton box (outer box) packaging shall be 100% recycled fiber. 3. DELIVERY 3.1. Delivery shall be made by the Supplier within fifteen (15) calendar days upon issuance of NTP (Please see attached quotation.) | | |
| | | TOTAL: | P44,250.00 |
| (Total Amount in Words) | | Forty-Four Thousand Two Hundred Fifty 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

Digitally signed
 by Bayani
 Benjamin R. Lara

 (Date)

| | | | |
|--|----------------------|-------------------------|-------------------------------|
| Fund Cluster: | <u>07</u> | ORS / BURS No.: | <u>073036012024-03-000072</u> |
| Funds Available: | <u>Php 44,250.00</u> | ORS / BURS Date: | <u>MARCH 22, 2024</u> |
| | | Amount: | <u>₱ 44,250.00</u> |
| <p> GAY CONCEPCION S. BUGAGAO Accountant III</p> | | | |



21 March 2024

NOTICE TO PROCEED
ALTERNATIVE MODE OF PROCUREMENT

Mr. DOMINGO FURING
 Authorized Representative
BAN BEE COMMERCIAL CO., INC.
 856-858 C.M. Recto Ave.
 Brgy. 242 Zone 22
 Tondo, Manila 1012

Dear Mr. Furing,

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

| | |
|---|--|
| Contract Name | : <u>Supply and Delivery of Fifty (50) Pieces Certificate Holder and Other Items</u> |
| Purchase Request No. | : <u>SAR-AIS-24-02-18688</u> |
| Purchase / Work Order No. | : <u>SAR-AIS-24-03-002</u> |
| Total Contract Price | : <u>P44,250.00</u> |
| (inclusive of taxes, import duties and all other charges or fees) | |
| Total Contract Price in Words | : <u>Forty-Four Thousand Two Hundred Fifty Pesos Only</u> |

Upon issuance of this Notice, your company, **BAN BEE COMMERCIAL CO., 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

Digitally signed
 by Bayani
 Benjamin R.
 Lara

DATE OF ISSUANCE:

March 25, 2024

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
 Email : info@asti.dost.gov.ph

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

ASTI-FM 03-19
 REV 2 / 05 October 2023