



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:	ECV OFFICE SUPPLIES WAREHOUSE INC.	PO No.:	ALAM-24-04-008
Address:	68 Villamor St., Obrero Brgy. 15-B, Davao City 8000	PO Date:	April 26, 2024
TIN:	452-103-124-00000	Mode of Procurement:	Shopping (b)

Gentleman:

Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery: 077 Suite, Pryce Tower, Bajada, Davao City **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	Piece	ERASER, Felt, Blackboard/Whiteboard 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 Dimension: 2.1.1. Eraser Material: Felt 2.1.2. Thickness(min.):19mm 2.1.3. Overall Size (LxWxT) (min): 125mm x 45mm x 19mm 3. DELIVERY 3.1. Delivery shall be made by the Supplier within thirty (30) days upon signing the Purchase Order. 3.2. Full payment will only be processed once items are completely delivered, inspected, and accepted by the end-user. (Please see attached quotation.)	5	₱20.00	₱100.00
2	Box	PAPER CLIP, VINYL/PLASTIC COATED, JUMBO, 50mm, box 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 Dimension: 2.1.1. Wire Diameter (min.): 1.0mm 2.1.2. Length of Clip (min.): 50mm	20	₱22.00	₱440.00

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

		<p>2.1.3. Total length of wire used (min.): 155mm 2.1.4. Assorted colors 2.1.5. One hundred (100) pcs per box</p> <p>3. DELIVERY 3.1. Delivery shall be made by the Supplier within thirty (30) days upon signing the Purchase Order. 3.2. Full payment will only be processed once items are completely delivered, inspected, and accepted by the end-user.</p> <p>(Please see attached quotation.)</p>			
3	Piece	<p>SIGN PEN, EXTRA FINE TIP, BLACK 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.</p> <p>2.TECHNICAL SPECIFICATIONS 2.1 Dimension: 2.1.1. Ink Color: Black 2.1.2. Type: Liquid or gel 2.1.3. Tip: 0.5mm, needle type 2.1.4. With non-slip rubber grip 2.1.5. With metal clip 2.1.6. One (1) piece barrel (non-refillable) 2.1.7. Writing Length: One (1) km (min)</p> <p>3. DELIVERY 3.1. Delivery shall be made by the Supplier within thirty (30) days upon signing the Purchase Order. 3.2. Full payment will only be processed once items are completely delivered, inspected, and accepted by the end-user.</p> <p>(Please see attached quotation.)</p>	200	₱15.00	₱3,000.00
4	Piece	<p>SIGN PEN, EXTRA FINE TIP, BLUE 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.</p> <p>2.TECHNICAL SPECIFICATIONS 2.1 Dimension: 2.1.1. Ink Color: Blue 2.1.2. Type: Liquid or gel 2.1.3. 0.5mm, needle type 2.1.4. With non-slip rubber grip 2.1.5. With metal clip 2.1.6. One (1) piece barrel (non-refillable) 2.1.7. Writing Length: One (1) km (min)</p> <p>3. DELIVERY 3.1. Delivery shall be made by the Supplier within thirty (30) days upon signing the Purchase Order. 3.2. Full payment will only be processed once items are completely delivered, inspected, and accepted by the end-user.</p> <p>(Please see attached quotation.)</p>	200	₱15.00	₱3,000.00


5	Piece	TAPE, TRANSPARENT, 24mm 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 Dimension: 2.1.1. Width: 24mm (±1mm) 2.1.2. Usable length (min.) 50meters 2.1.3. Base material: Biaxially-oriented Polypropylene 2.1.4. Adhesion strength (min.) 6N/24mm 2.1.5. Breaking strength (min.) 14N/24mm 2.1.6. Thickness 0.054mm 2.1.7. Color: Clear/Transparent 3. DELIVERY 3.1. Delivery shall be made by the Supplier within thirty (30) days upon signing the Purchase Order. 3.2. Full payment will only be processed once items are completely delivered, inspected, and accepted by the end-user. (Please see attached quotation.)	50	P13.00	P650.00
			TOTAL:		P7,190.00
(Total Amount in Words)			Seven Thousand One Hundred Ninety 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:	07	ORS / BURS No.:	073086012024-04-000127
Funds Available:	PHP 7,190.00	ORS / BURS Date:	APRIL 30, 2024
		Amount:	₱ 7,190.00
 GAY CONCEPCION S. BUGAGAO Accountant III			



25 April 2024

NOTICE TO PROCEED
 ALTERNATIVE MODE OF PROCUREMENT

Ms. NARVY PANUAYAN
 Sales in Charge
ECV OFFICE SUPPLIES WAREHOUSE INC.
 68 Villamor St., Obrero Brgy. 15-B
 Davao City 8000

Dear Ms. Panuayan,

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

Contract Name	: Supply and Delivery of Five (5) Pieces ERASER, FELT, BLACKBOARD/WHITEBOARD and Other Items
Purchase Request No.	: ALAM-24-03-18945
Purchase / Work Order No.	: ALAM-24-04-008
Total Contract Price	: ₱7,190.00
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: Seven Thousand One Hundred Ninety Pesos

Upon issuance of this Notice, your company, **ECV OFFICE SUPPLIES WAREHOUSE 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 Benjamin R. Lara

DATE OF ISSUANCE:

06 MAY 2024

RECEIVED BY:

 Signature over Printed Name

 Date and Time