



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: | 347 SCHOOL OFFICE SUPPLIES, INC. | PO No.: | 24-05-089 |
| Address: | 347 Paz Ongsiaco Bldg., San Vicente St. cor. T. Pinpin, Binondo, Manila 1006 | PO Date: | May 13, 2024 |
| TIN: | 007-649-037-00000 | Mode of Procurement: | Shopping (b) |

Gentleman:

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

| | | | |
|---------------------------|---|-----------------------|--|
| Place of Delivery: | 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 | Roll | TAPE, masking 1. GENERAL OVERVIEW 1.1. The DOST-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. Width: 24mm (±1mm) 2.2. Length: 50meters (min) 3. DELIVERY 3.1. Delivery shall be made by the Supplier within 15 calendar days upon issuance of NTP (Please see attached quotation.) | 25 | P28.00 | P700.00 |
| 2 | Roll | TAPE, masking 1. GENERAL OVERVIEW 1.1. The DOST-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. Width: 48mm (±1mm) 2.2. Length: 50meters (min) 3. DELIVERY 3.1. Delivery shall be made by the Supplier within 15 calendar days upon issuance of NTP (Please see attached quotation.) | 14 | P68.00 | P952.00 |
| | | | | TOTAL: | P1,652.00 |
| (Total Amount in Words) | | | One Thousand Six Hundred Fifty-Two Pesos Only | | |

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

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>D1</u> | ORS / BURS No.: | <u>011011012024-05-000337</u> |
| Funds Available: | <u>Php 1,652.00</u> | ORS / BURS Date: | <u>MAR 19, 2024</u> |
| | | Amount: | <u>₱ 1,652.00</u> |
|  GAY CONCEPCION S. BUGAGAO Accountant III | | | |



13 May 2024

NOTICE TO PROCEED
ALTERNATIVE MODE OF PROCUREMENT

Mr. DANILO P. AGUILAR
 Authorized Representative
347 SCHOOL OFFICE SUPPLIES, INC.
 347 Paz Ongsiaco Bldg.
 San Vicente St. cor. T. Pinpin
 Binondo, Manila 1006

Dear Mr. Aguilar,

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

| | | |
|---|---|--|
| Contract Name | : | Supply and Delivery of Twenty-five (25) Rolls TAPE, MASKING and Other Items |
| Purchase Request No. | : | GAA-24-04-19062 |
| Purchase / Work Order No. | : | 24-05-089 |
| Total Contract Price | : | ₱1,652.00 |
| (inclusive of taxes, import duties and all other charges or fees) | | |
| Total Contract Price in Words | : | One Thousand Six Hundred Fifty-Two Pesos |

Upon issuance of this Notice, your company, **347 SCHOOL OFFICE SUPPLIES, 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 Franz A. De Leon
 Benjamin R. Lara

DATE OF ISSUANCE:

15 MAY 2024

RECEIVED BY:

 Signature over Printed Name

 Date and Time