



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

PURCHASE ORDER

Supplier:	BAN BEE COMMERCIAL CO., INC.	PO No.:	23-02-024
Address:	856-858 C.M. Recto Ave. Brgy. 242 Zone 22 Tondo, Manila 1012	PO Date:	February 13, 2023
TIN:	001-609-075-000	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:	Ten (10) 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	Set	FILE TAB/INDEX DIVIDER, bristol board, A4 1. TECHNICAL SPECIFICATIONS 1.1. 5 colors/set 2. DELIVERY 2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP (Please see attached quotation.)	14	P24.00	P336.00
2	Set	FILE TAB/INDEX DIVIDER, bristol board, legal 1. TECHNICAL SPECIFICATIONS 1.1. 5 colors/set 2. DELIVERY 2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP (Please see attached quotation.)	25	P24.00	P600.00
3	Pad	NOTE PAD 1. TECHNICAL SPECIFICATIONS 1.1. Stick on 76MM X 76MM (3" X 3") MIN 1.2. sheet thickness: 0.09mm min 1.3. Basis Weight: 70 gsm min. 1.4. 100 sheets (min) 2. DELIVERY 2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP (Please see attached quotation.)	100	P23.00	P2,300.00

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	Pad	<p>NOTE PAD</p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. Stick on 76MM X 100MM (3" X 4") MIN</p> <p>1.2. sheet thickness: 0.09mm min</p> <p>1.3. Basis Weight: 70 gsm min.</p> <p>1.4. 100 sheets (min)</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP</p> <p>(Please see attached quotation.)</p>	100	P28.00	P2,800.00
5	Ream	<p>PAPER, MULTIPURPOSE</p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. Size: A4, 70gsm</p> <p>1.2. 500 sheets per ream</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP</p> <p>(Please see attached quotation.)</p>	2	P192.00	P384.00
6	Pack	<p>TISSUE, INTERFOLDED PAPER TOWEL</p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. 150 pulls (min)</p> <p>1.2. 1-ply</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP</p> <p>(Please see attached quotation.)</p>	66	P40.00	P2,640.00
7	Pack	<p>TOILET TISSUE PAPER</p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. 2-ply, 12rolls per pack</p> <p>1.2. 100% recycled pulp</p> <p>1.3. Weight: 28gsm (min)</p> <p>1.4. 150 pull per roll (300sheets), (min)</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP</p> <p>(Please see attached quotation.)</p>	100	P105.00	P10,500.00
8	Cart	<p>RIBBON CARTRIDGE</p> <p>1. TECHNICAL SPECIFICATIONS</p> <p>1.1. LX-300 Ribbon #8750</p> <p>1.2. Ribbon consumable type ribbon technology Dot-matrix Color Black</p> <p>1.3. Length: 17.7Meters / 58feet (min)</p> <p>2. DELIVERY</p> <p>2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP</p> <p>(Please see attached quotation.)</p>	1	P160.00	P160.00

9	Ream	Colored Bond/Multicolor Paper, Blue 1. TECHNICAL SPECIFICATIONS 1.1. 80gsm 1.2. 500pcs/ream 1.3. A4 size 2. DELIVERY 2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP (Please see attached quotation.)	6	P490.00	P2,940.00
10	Ream	Colored Bond/Multicolor Paper, Pink 1. TECHNICAL SPECIFICATIONS 1.1. 80gsm 1.2. 500pcs/ream 1.3. A4 size 2. DELIVERY 2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP (Please see attached quotation.)	3	P490.00	P1,470.00
11	Piece	Heavy-duty Glue 1. TECHNICAL SPECIFICATIONS 1.1. Size: 3 grams 1.2. works on almost all materials, such as: metal, rubber, leather, wood, porcelain, plastics (except Polypropylene and Polyethylene) 2. DELIVERY 2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP (Please see attached quotation.)	30	P70.00	P2,100.00
TOTAL:					P26,230.00
(Total Amount in Words)		Twenty Six Thousand Two Hundred Thirty 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,


FRANZ A. DE LEON, Ph.D.

Director, DOST-ASTI

(Signature over Printed Name of Supplier)

(Date)

Fund Cluster:	<u>01</u>	ORS / BURS No.:	<u>01101012023-02-000078</u>
Funds Available:	<u>P 26,230.00</u>	ORS / BURS Date:	<u>Feb. 14, 2023</u>
		Amount:	<u>P 26,230.00</u>
 GAY CONCEPCION S. BUGAGAO Accountant III			

Digitally
Signed by
Franz A. De Leon



13 February 2023

NOTICE TO PROCEED
 ALTERNATIVE MODE OF PROCUREMENT

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

Dear Mr. Chua,

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

Contract Name	: Supply and Delivery of Various Office Supplies (1st Quarter)
Purchase Request No.	: GAA-23-01-15946
Purchase / Work Order No.	: 23-02-024
Total Contract Price	: Php 26,230.00
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: Twenty Six Thousand Two Hundred Thirty Pesos

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@astt.dost.gov.ph.

Respectfully,

FRANZ A. DE LEON, Ph.D.
 Director



DATE OF ISSUANCE:

February 16, 2023

RECEIVED BY:

 Signature over Printed Name

 Date and Time

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 Fax No. : +632 8426-9764

ASTI-FM 03-19
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