



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

<b>Supplier:</b>	<b>ARTJOHNLEY ENTERPRISES</b>	<b>PO No.:</b>	<b>24-05-108</b>
<b>Address:</b>	<b>47 Victoria St., Sauyo, Quezon City</b>	<b>PO Date:</b>	<b>May 24, 2024</b>
<b>TIN:</b>	<b>234-924-389-000</b>	<b>Mode of Procurement:</b>	<b>Shopping (b)</b>

Gentleman:

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

<b>Place of Delivery:</b>	<b>ASTI Bldg., C.P. Garcia Ave., U.P. Technology Park Complex, U.P. Campus, Diliman, Quezon City 1101</b>	<b>Delivery Term:</b>	<b>Thirty (30) calendar days upon issuance of NTP</b>
<b>Date of Delivery:</b>	_____	<b>Payment Term:</b>	<b>Government Terms</b>
		<b>Warranty Term:</b>	_____

Stock / Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	Roll	<b>Electrical Tape</b> 1. GENERAL OVERVIEW 1.1. DOST-ASTI is seeking qualified and competent bidders for the Supply and Delivery of Three (3) Rolls of Electrical Tape, to be used in repairing DOST-ASTI-issued laptops, desktops, etc. 1.2. The ABC is inclusive of all applicable government taxes and services charges. 2. TECHNICAL SPECIFICATIONS 2.1. At least 0.16mm X 19 mm x 16mm 2.2. Color: Black 3. DELIVERY and PAYMENT TERMS 3.1. Delivery of the Goods shall be made by the supplier within thirty (30) calendar days upon issuance of NTP. 3.2. Full payment will only be processed once the items are completely delivered, inspected, and accepted by the End-user. 3.3. No payment shall be made for items that are not yet delivered under this contract. 3.4. The price of the bid must be inclusive of government taxes and other fees. (Please see attached quotation.)	3	₱60.00	₱180.00  <i>other supplies and materials</i>
				<b>TOTAL:</b>	<b>₱180.00</b>
<b>(Total Amount in Words)</b>			<b>One Hundred Eighty Pesos Only</b>		

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:

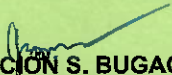
Very Truly Yours,

\_\_\_\_\_  
(Signature over Printed Name of Supplier)

  
\_\_\_\_\_  
**FRANZ A. DE LEON, Ph.D.**  
Director, DOST-ASTI

Digitally signed by  
Franz A. De Leon

\_\_\_\_\_  
(Date)

<b>Fund Cluster:</b>	01	ORS / BURS No.:	01101012024-05-000410
		ORS / BURS Date:	MAY 27, 2024
<b>Funds Available:</b>	Php 180.00	Amount:	₱ 180.00
  <b>GAY CONCEPCION S. BUGAGAO</b> _____ Accountant III			



24 May 2024

**NOTICE TO PROCEED**  
**ALTERNATIVE MODE OF PROCUREMENT**

**Ms. MARRA C. VALLADARES**  
 Sales Account Executive  
**ARTJOHNLEY ENTERPRISES**  
 47 Victoria St.  
 Sauyo, Quezon City

Dear Ms. Valladares,

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

	Contract Name	:	<b>Supply and Delivery of Three (3) Rolls Electrical Tape</b>
	Purchase Request No.	:	<b>GAA-24-04-19112</b>
	Purchase / Work Order No.	:	<b>24-05-108</b>
	Total Contract Price	:	<b>P180.00</b>
(inclusive of taxes, import duties and all other charges or fees)	Total Contract Price in Words	:	<b>One Hundred Eighty Pesos</b>

Upon issuance of this Notice, your company, **ARTJOHNLEY ENTERPRISES** 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](mailto:bac-sec@asti.dost.gov.ph).

Respectfully,

**FRANZ A. DE LEON, Ph.D.**  
 Director

Digitally signed  
 by Franz A. De Leon  
 DN: cn=Franz A. De Leon

DATE OF ISSUANCE:

**MAY 31 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](http://www.asti.dost.gov.ph)  
 Email : [info@asti.dost.gov.ph](mailto:info@asti.dost.gov.ph)

Tel No. : +632 8249-8500  
 +632 8426-9755;  
 Fax No. : +632 8426-9764

ASTI-FM03-19  
 REV 2 / 05 October 2023