



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.:	24-07-171
Address:	347 Paz Ongsiaco Bldg., San Vicente St., cor. T. Pinpin, Binondo, Manila 1006	PO Date:	July 17, 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:	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	Unit	ELECTRIC STAND FAN, 16" 1. GENERAL OVERVIEW 1.1. DOST-ASTI is seeking qualified and competent bidders for the Supply and Delivery of Compact Charger for Rechargeable Battery 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. Blade: Plastic 2.2. Number of Blades (Min): Three (3) blades 2.3. Blade Size (Min.): 380mm (Min.): 380mm 2.4. Grill: Metal 2.5. Speed Control: Three (3) speed setting, manufacturer's standard 2.6. Head Adjustment and Oscillation Control: Manufacturer's standard 2.7. Height Adjustment: Manufacturer's standard 2.8. Base: Manufacturer's standard 2.9. Motor: Fully enclosed 2.10. 220 – 240 volts, 60Hz 2.11. With PS Quality or ICC Mark 2.12. With operating/user's manual (English Translation) 2.13. Brand shall be engraved/embossed/printed/permanently stickered on the item 3. WARRANTY AND REPLACEMENT 3.1. Supplier warrants the items against defects in manufacturing and shipping and delivery issues. 3.2. Defective and incorrect items shall be replaced within seven (7) calendar days upon receipt of notice from the Property and Supply Section 3.3. Must carry one (1) year warranty for parts and services	10	₱2,050.00	₱20,500.00

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>4. DELIVERY AND PAYMENT TERMS 4.1. Delivery of the unit shall be made by the supplier thirty (30) calendar days upon issuance of NTP. 4.2. Full payment will only be given once the items are completely delivered, inspected and accepted by the end-user. 4.3. Price must be inclusive of government taxes and other charges.</p> <p>(Please see attached quotation.)</p>			
			TOTAL:	₱20,500.00
(Total Amount in Words)			Twenty Thousand Five Hundred Pesos	

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:

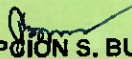
Very Truly Yours,

(Signature over Printed Name of Supplier)


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

Digitally signed
by Benjamin R. Lara

(Date)

Fund Cluster:	01	ORS / BURS No.: 021021012024-07-000048
Funds Available:	₱ 20,500.00	ORS / BURS Date: JULY 22, 2024
<p style="text-align: center;"> GAY CONCEPCION S. BUGAGAO Accountant III</p>		Amount: ₱ 20,500.00



17 July 2024

NOTICE TO PROCEED
ALTERNATIVE MODE OF PROCUREMENT

Mr. DANILO D. 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 Ten (10) Units Electric Stand Fan, 16"
Purchase Request No.	: GAA-24-06-19498
Purchase / Work Order No.	: 24-07-171
Total Contract Price	: Php 20,500.00
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: Twenty Thousand Five Hundred 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
 DN: cn=Franz A. De Leon, o=ASTI, ou=ASTI, email=franzen@asti.dost.gov.ph

DATE OF ISSUANCE:

24 JUL 2024

RECEIVED BY:

 Signature over Printed Name

 Date and Time

Postal Address : ASTI Bldg. UP 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 8249-9764

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