



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.:	VIROS-24-10-005
Address:	347 Paz Ongsiaco Bldg., San Vicente St., cor. T. Pinpin, Binondo, Manila 1006	PO Date:	October 04, 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	<p>50 Meters Extension Wheel</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders for the Supply and Delivery of Eight (8) Units of 50 Meters Extension Wheel for field testing and deployment tools of VIROS Project.</p> <p>1.2. The Approved Budget for the Contract (ABC) is inclusive of all applicable government taxes and charges.</p> <p>2. SUPPLY AND DELIVERY OF THE FOLLOWING ITEMS:</p> <p>2.1. Eight (8) Units of 50 Meters Extension Wheel</p> <p>2.1.1. Cord Length: 50M</p> <p>2.1.2. Cord Size: #16</p> <p>2.1.3. 4 Sockets</p> <p>2.1.4. With Power Switch</p> <p>2.1.5. Thermal Cut-out Protection</p> <p>3. WARRANTY AND AFTERSALES SUPPORT</p> <p>3.1. All units must carry six (6) months warranty for other parts and services that cover defects in materials and workmanship.</p> <p>3.2. Replacement units should be provided for defective units, fifteen (15) calendar days upon receipt of notice from End-users/DOST-ASTI Property and Supply Section.</p> <p>3.2.1. Defective units may be defined as units not working upon testing or that have failed to work after testing within seven</p>	8	₱3,800.00	₱30,400.00

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>(7) calendar days from purchase.</p> <p>4. PAYMENT AND DELIVERY TERMS</p> <p>4.1. Delivery of Goods shall be made by the supplier within thirty (30) calendar days upon issuance of Notice to Proceed (NTP).</p> <p>4.2. Payment shall be made only upon certification/acceptance by the end-user that the Goods are rendered or delivered in accordance with the terms of this Contract and are duly inspected and accepted. No payment shall be made for Goods not yet delivered under this Contract.</p> <p>4.3. The price of the bid must be inclusive of government taxes and fees.</p> <p>(Please see attached quotation.)</p>			
2	Roll	<p>Electrical Tape</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders for the Supply and Delivery of Five (5) Rolls of Electrical Tape for field testing and deployment tools of VIROS Project.</p> <p>1.2. The ABC is inclusive of all applicable government taxes and charges.</p> <p>2. SUPPLY AND DELIVERY OF THE FOLLOWING ITEMS:</p> <p>2.1. Five (5) Rolls of Electrical Tape</p> <p>2.1.1. 0.16 mm x 19 mm x 16 m</p> <p>2.1.2. Black</p> <p>2.1.3. Vinyl material</p> <p>3. WARRANTY AND AFTERSALES SUPPORT</p> <p>3.1. All units must carry six (6) months warranty for other parts and services that cover defects in materials and workmanship.</p> <p>3.2. Replacement units should be provided for defective units, fifteen (15) calendar days upon receipt of notice from End-users/DOST-ASTI Property and Supply Section.</p> <p>3.2.1. Defective units may be defined as units not working upon testing or that have failed to work after testing within seven (7) calendar days from purchase.</p> <p>4. PAYMENT AND DELIVERY TERMS</p> <p>4.1. Delivery of Goods shall be made by the supplier within thirty (30) calendar days upon issuance of NTP.</p> <p>4.2. Payment shall be made only upon certification/acceptance by the end-user that the Goods are rendered or delivered in accordance with the terms of this Contract</p>	5	₱40.00	₱200.00

		<p>and are duly inspected and accepted. No payment shall be made for Goods not yet delivered under this Contract.</p> <p>4.3. The price of the bid must be inclusive of government taxes and fees.</p> <p>(Please see attached quotation.)</p>			
3	Roll	<p>Duct Tape</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders for the Supply and Delivery of Five (5) Rolls of Duct Tape for field testing and deployment tools of VIROS Project.</p> <p>1.2. The ABC is inclusive of all applicable government taxes and charges.</p> <p>2. SUPPLY AND DELIVERY OF THE FOLLOWING ITEMS:</p> <p>2.1. Five (5) Rolls of Duct Tape</p> <p>2.1.1. Material: High viscosity adhesive, Cotton</p> <p>2.1.2. Color: Silver</p> <p>2.1.3. Length: 10m/5m</p> <p>2.1.4. Width:100mm</p> <p>3. WARRANTY AND AFTERSALES SUPPORT</p> <p>3.1. All units must carry six (6) months warranty for other parts and services that cover defects in materials and workmanship.</p> <p>3.2. Replacement units should be provided for defective units, fifteen (15) calendar days upon receipt of notice from End-users/DOST-ASTI Property and Supply Section.</p> <p>3.2.1. Defective units may be defined as units not working upon testing or that have failed to work after testing within seven (7) calendar days from purchase.</p> <p>4. PAYMENT AND DELIVERY TERMS</p> <p>4.1. Delivery of Goods shall be made by the supplier within thirty (30) calendar days upon issuance of NTP.</p> <p>4.2. Payment shall be made only upon certification/acceptance by the end-user that the Goods are rendered or delivered in accordance with the terms of this Contract and are duly inspected and accepted. No payment shall be made for Goods not yet delivered under this Contract.</p> <p>4.3. The price of the bid must be inclusive of government taxes and fees.</p> <p>(Please see attached quotation.)</p>	5	P63.00	P315.00
				TOTAL:	P30,915.00
(Total Amount in Words)			Thirty Thousand Nine Hundred Fifteen 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)

(Date)



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

Digitally signed
by Franz A. De Leon
DN: cn=Franz A. De Leon, o=DOST-ASTI

Fund Cluster:	<u>07</u>	ORS / BURS No.:	<u>023084012024-10-000363</u>
		ORS / BURS Date:	<u>OCTOBER 07, 2024</u>
Funds Available:	<u>Php 30,915.00</u>	Amount:	<u>₱ 30,915.00</u>
  GAY CONCEPCION S. BUGAGAO _____ Accountant III			



04 October 2024

NOTICE TO PROCEED
ALTERNATIVE MODE OF PROCUREMENT

Mr. DANILO 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 Eight (8) Units 50 Meters Extension Wheel and Other Items
	Purchase Request No.	: VIROS-24-07-19618
	Purchase / Work Order No.	: VIROS-24-10-005
	Total Contract Price	: Php 30,915.00
(inclusive of taxes, import duties and all other charges or fees)	Total Contract Price in Words	: Thirty Thousand Nine Hundred Fifteen 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. Digitally signed by Franz A. De Leon Benjamin R. Lara
 Director

DATE OF ISSUANCE:

OCT 10 2024

RECEIVED BY:

 Signature over Printed Name

 Date and Time

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