



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:	TCRP INK TRADING	PO No.:	24-11-256
Address:	148 D Marcelo St. Rosario, Rodriguez, Rizal	PO Date:	November 04, 2024
TIN:	247-180-573-00000	Mode of Procurement:	Shopping (b)

Gentleman:

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

Place of Delivery: EPDC Bldg., MIRDC Compd., Bicutan, Taguig City **Delivery Term:** Sixty (60) 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>Laser Printer</p> <p>1. GENERAL OVERVIEW</p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders for the Supply and Delivery of One (1) unit Laser Printer, to streamline the process of documenting and disseminating of test results from PSL & EMC Laboratory.</p> <p>1.2. The Approved Budget for the Contract is inclusive of all applicable government taxes and other charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Supply and delivery of one (1) unit Laser Printer with the following specifications:</p> <p>2.1.1. Functions: Print, copy, scan, fax, wireless connectivity</p> <p>2.1.2. Print Technology: Laser</p> <p>2.1.3. Print Speed: Up to 16 pages per minute (black and color, normal A4 size)</p> <p>2.1.4. Print Resolution: Up to 600 x 600 dpi</p> <p>2.1.5. Cartridges: Four, specifically black, cyan, magenta, yellow</p> <p>2.1.6. Energy Savings Feature: Auto-On/Auto-Off, Instant-on Technology</p> <p>2.1.7. Scan Type: Flatbed, Automatic Document Feeder (ADF)</p> <p>2.1.8. Scan Technology: Contact Image Sensor</p> <p>2.1.9. Scan Resolution: Up to 1200x 1200 dpi (flatbed), up to 300 x 300 dpi (ADF)</p> <p>2.1.10. Max Scanning Size: Flatbed: 215.9 x 297 mm, ADF: 215.9 x 355.6 mm</p>	1	₱31,549.00	₱31,549.00 <i>Office Equipment</i>

Postal Address : ASTI Bldg., U.P. Technology Park Complex, CP Garcia Ave., Diliman, Quezon City 1101
Website : www.asti.dost.gov.ph
Email : info@astidost.gov.ph

Tel No. : +632 8249-8500
+632 8426-9755


	<p>2.1.11. File Format: JPG, RAW (BMP), PNG, TIFF, PDF</p> <p>2.1.12. Copy Speed: Up to 16 copies per minute</p> <p>2.1.13. Max Copies: Up to 99 copies</p> <p>2.1.14. Copier Reduce/Enlarge: 25% to 400%</p> <p>2.1.15. Fax Speed: Up to 33.6 kbps</p> <p>2.1.16. Fax Memory: Up to 1,300 pages (A4)</p> <p>2.1.17. Fax Resolution: Up to 300 x 300 dpi</p> <p>2.1.18. Connectivity: USB 2.0, Ethernet, 802.11n wireless, Fax port</p> <p>2.1.19. Processor Speed: 800 MHz</p> <p>2.1.20. Memory: 256 MB DDR, 128 MB Flash</p> <p>2.1.21. Power Supply: Internal (Built-in)</p> <p>2.1.22. Power Requirements: 110-240 VAC, 50/60 Hz</p> <p>2.2. Warranty</p> <p>2.2.1. Units must carry at least one (1) year warranty, which shall commence from the date of acceptance of the end-user.</p> <p>3. Package Inclusion</p> <p>3.1. One (1) unit laser printer</p> <p>3.2. Cartridges: Black, cyan, magenta, yellow</p> <p>3.3. Installation guide</p> <p>3.4. One (1) piece, power cord</p> <p>3.5. One (1) piece, USB cable</p> <p>3.6. One (1) piece, phone cord</p> <p>4. PAYMENT AND DELIVERY TERMS</p> <p>4.1. Must be delivered within sixty (60) calendar days upon issuance of Notice to Proceed to EPDC Bldg., MIRDC Compd., Bicutan, Taguig City.</p> <p>4.2. Full payment will only be processed once completely delivered, inspected, and accepted by the end-user.</p> <p>(Please see attached quotation.)</p>			
			TOTAL:	₱31,549.00
(Total Amount in Words)			Thirty One Thousand Five Hundred Forty Nine 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)


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

Digitally signed
by Sayani
Benjamin R. Lara

(Date)

Fund Cluster:	01	ORS / BURS No.:	021011012029-11-000962
		ORS / BURS Date:	NOVEMBER 05, 2029
Funds Available:	Php 31,599.00	Amount:	₱ 31,599.00


GAY CONCEPCION S. BUGAGAO
Accountant III



04 November 2024

NOTICE TO PROCEED
 ALTERNATIVE MODE OF PROCUREMENT

Ms. CRISMA BARCENAS
 Sales & Marketing Executive
TCRP INK TRADING
 148 D Marcelo St. Rosario
 Rodriguez, Rizal

Dear Ms. Barcenas,

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

	Contract Name	: <u>Supply and Delivery of One (1) Unit Laser Printer</u>
	Purchase Request No.	: <u>GAA-24-09-19940</u>
	Purchase / Work Order No.	: <u>24-11-256</u>
	Total Contract Price	: <u>Php 31,549.00</u>
(inclusive of taxes, import duties and all other charges or fees)	Total Contract Price in Words	: <u>Thirty One Thousand Five Hundred Forty Nine Pesos</u>

Upon issuance of this Notice, your company, **TCRP INK TRADING** 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, Ph.D. DN: cn=Franz A. De Leon, o=ASTI, ou=ASTI, email=franz@asti.dost.gov.ph
 Director

DATE OF ISSUANCE:

11 NOV 2024

RECEIVED BY:

 Signature over Printed Name

 Date and Time