



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:	BENTLE'Y OFFICE AND SCHOOL SUPPLIES TRADING	PO No.:	25-02-043
Address:	11 Le Baltao Rd. Sun Valley, Brgy. 197, Pasay City 1300	PO Date:	February 28, 2025
TIN:	339-357-772-00000	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: Fifteen (15) 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	Piece	BALLPEN 1. GENERAL OVERVIEW 1.1. The ASTI is seeking qualified and competent bidders for the Supply and Delivery of Various Common-use Supplies to be used in the daily operations of the agency. 1.2. The Approved Budget for the Contract includes all applicable government taxes and services charges 2. TECHNICAL SPECIFICATIONS 2.1. Color: Blue 2.2. Pen Tip Size: 0.7mm 2.3. Good for writing quality 3. DELIVERY AND PAYMENT TERMS 3.1 Delivery of the unit shall be made by the supplier fifteen (15) calendar days upon issuance of Notice to Proceed. 3.2 Full payment will only be given once the items are completely delivered, inspected and accepted by the end-user. 3.3 Price must be inclusive of government taxes and other charges (Please see attached quotation.)	146	P9.00	P1,314.00
				TOTAL:	P1,314.00
(Total Amount in Words)			One Thousand Three Hundred Fourteen Pesos Only		

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
Jeffrey
Aborot

(Date)

Fund Cluster:	01	ORS / BURS No.:	02101012025-03-000132
		ORS / BURS Date:	MARCH 04, 2025
Funds Available:	Php 1,314.00	Amount:	₱ 1,314.00
<div> GAY CONCEPCION S. BUGAGAO Accountant III</div>			



28 February 2025

NOTICE TO PROCEED
ALTERNATIVE MODE OF PROCUREMENT

Mr. BERT MICHAEL N. FABRIGA
Owner
BENTLE'Y OFFICE AND SCHOOL SUPPLIES TRADING
11 Le Baltao Rd. Sun Valley
Brgy. 197, Pasay City 1300

Dear Mr. Fabriga,

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

Contract Name	: Supply and Delivery of One Hundred Forty-six (146) Pieces Ballpen
Purchase Request No.	: GAA-25-01-20621
Purchase / Work Order No.	: 25-02-043
Total Contract Price	: Php 1,314.00
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: One Thousand Three Hundred Fourteen Pesos

Upon issuance of this Notice, your company, **BENTLE'Y OFFICE AND SCHOOL SUPPLIES 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.
Director

Digitally
signed by
Jeffrey
Aborot

DATE OF ISSUANCE:

MAR 10 2025

RECEIVED BY:

Signature over Printed Name

Date and Time

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Tel No.: +632 8249-8500
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Fax No.: +632 8249-9764

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