



ASTI - FM 03-17
 REV 2 / 31 January 2020

PURCHASE ORDER

| | | | |
|------------------|---|-----------------------------|-------------------------|
| Supplier: | 347 SCHOOL OFFICE SUPPLIES INC. | PO No.: | 23-05-072 |
| Address: | 347 Paz Ongsiaco Bldg., San Vicente St. cor. T. Pinpin, Binondo, Manila 1006 | PO Date: | May 19, 2023 |
| TIN: | 007-649-037-00000 | Mode of Procurement: | NP: 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: | Ten (10) 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 | Pack | BATTERY 1. TECHNICAL SPECIFICATIONS 1.1. Dry-cell 1.2. size AA 1.3. 2 blister per pack 2. DELIVERY 2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP (Please see attached quotation.) | 17 | P60.00 | P1,020.00 |
| 2 | Roll | TAPE, electrical 1. TECHNICAL SPECIFICATIONS 1.1. made of PVC 1.2. 16 meters (min.) 2. DELIVERY 2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP (Please see attached quotation.) | 9 | P45.00 | P405.00 |
| 3 | Piece | DATA FOLDER 1. TECHNICAL SPECIFICATIONS 1.1. Horizontal 1.2. Dimension: 1.2.1. Width: 75mm (min) 1.2.2. Height: 230mm (min) 1.2.3. Length: 380mm (min) 1.3. Color: Blue 1.4. Chipboard, Taglia Lock 2. DELIVERY 2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP (Please see attached quotation.) | 18 | P145.00 | P2,610.00 |

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;
 Fax No. : +632 8426-9764

| | | | | | |
|---|-------|--|----|---------|-----------|
| 4 | Piece | MARKER, whiteboard, black 1. TECHNICAL SPECIFICATIONS 1.1. Color: Black 1.2. Tip: Felt, Bullet Type 2. DELIVERY 2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP (Please see attached quotation.) | 4 | P30.00 | P120.00 |
| 5 | Piece | MARKER, whiteboard, blue 1. TECHNICAL SPECIFICATIONS 1.1. Color: Blue 1.2. Tip: Felt, Bullet Type 2. DELIVERY 2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP (Please see attached quotation.) | 7 | P30.00 | P210.00 |
| 6 | Box | PAPER CLIP, vinyl/plastic coated 1. TECHNICAL SPECIFICATIONS 1.1. vinyl/plastic coated 1.2. ~50mm 2. DELIVERY 2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP (Please see attached quotation.) | 4 | P24.00 | P96.00 |
| 7 | Pack | TISSUE, INTERFOLDED PAPER TOWEL 1. TECHNICAL SPECIFICATIONS 1.1. 150 pulls (min) 1.2. 1-ply 2. DELIVERY 2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP (Please see attached quotation.) | 79 | P70.00 | P5,530.00 |
| 8 | Roll | Duct tape 1. TECHNICAL SPECIFICATIONS 1.1. 15 yards (min) 1.2. Size: 2" 1.3. color: Gray 2. DELIVERY 2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP (Please see attached quotation.) | 18 | P95.00 | P1,710.00 |
| 9 | Pack | Plastic Inserts 1. TECHNICAL SPECIFICATIONS 1.1. can fit to Ring Binder 3 hole 2" 1.2. Size: A4 1.3. 100 pieces per pack 2. DELIVERY 2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP (Please see attached quotation.) | 4 | P220.00 | P880.00 |


| | | | | | |
|--------------------------------|------|--|---|---------------|-------------------|
| 10 | Ream | Colored Bond/Multicolor Paper, Blue 1. TECHNICAL SPECIFICATIONS 1.1. 80gsm 1.2. 500pcs/ream 1.3. A4 size 2. DELIVERY 2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP (Please see attached quotation.) | 6 | P370.00 | P2,220.00 |
| | | | | TOTAL: | P14,801.00 |
| (Total Amount in Words) | | Fourteen Thousand Eight Hundred One 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.

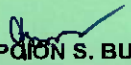
Conforme:

Very Truly Yours,

 (Signature over Printed Name of Supplier)


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

 (Date)

| | | | |
|---|----------------------|-------------------------|-------------------------------|
| Fund Cluster: | <u>01</u> | ORS / BURS No.: | <u>011011012023-05-000329</u> |
| Funds Available: | <u>PHP 14,801.00</u> | ORS / BURS Date: | <u>May 22, 2023</u> |
| | | Amount: | <u>₱ 14,801.00</u> |
|  GAY CONCEPCION S. BUGAGAO Accountant III | | | |



Republic of the Philippines
Department of Science and Technology

ADVANCED SCIENCE AND TECHNOLOGY INSTITUTE



19 May 2023

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 Various Office Supplies (2nd Quarter) |
| Purchase Request No. | : GAA-23-04-16507 |
| Purchase / Work Order No. | : 23-05-072 |
| Total Contract Price | : Php 14,801.00 |
| (inclusive of taxes, import duties and all other charges or fees) | |
| Total Contract Price in Words | : Fourteen Thousand Eight Hundred One 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. B.S. in Mechanical Engineering
Director

DATE OF ISSUANCE:

MAY 23, 2023

RECEIVED BY:

Signature over Printed Name

Date and Time

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