



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

**PURCHASE ORDER**

<b>Supplier:</b>	<b>ARTJOHNLEY ENTERPRISES</b>	<b>PO No.:</b>	<b>ALAM-23-05-004</b>
<b>Address:</b>	<b>47 Victoria St., Sauyo, Quezon City</b>	<b>PO Date:</b>	<b>May 17, 2023</b>
<b>TIN:</b>	<b>234-924-389-000</b>	<b>Mode of Procurement:</b>	<b>NP: Shopping (b)</b>

Gentleman:

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

<b>Place of Delivery:</b>	<b>ASTI Bldg., C.P. Garcia Ave., U.P. Technology Park Complex, U.P. Campus, Diliman, Quezon City 1101</b>	<b>Delivery Term:</b>	<b>Thirty (30) calendar days upon issuance of NTP</b>
<b>Date of Delivery:</b>		<b>Payment Term:</b>	<b>Government Terms</b>
		<b>Warranty Term:</b>	

Stock / Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	Unit	<p><b>LAMINATING MACHINE</b></p> <p>1. GENERAL OVERVIEW</p> <p>1.1 DOST-ASTI is seeking a qualified and competent supplier for the Supply and Delivery of One (1) Laminating Machine.</p> <p>1.2 The Approved Budget for the Contract (ABC) is inclusive of all applicable government taxes and service charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1 Dimensions: 56 cm x 27 cm x 16 cm (+/-)</p> <p>2.1.1 Ten percent (10%) minimum dimension variations (+/-) shall be accepted.</p> <p>2.2 Weight: 7.8kg to 10kg</p> <p>2.3 Maximum Binding Length: 300mm</p> <p>2.4 Working Temperature: 140+10 degrees</p> <p>2.5 Max Power Consumption: 450W</p> <p>2.6 Power Supply: 220V</p> <p>2.7 Other Specifications:</p> <p>2.7.1 Can laminate all sizes of paper</p> <p>2.7.2 With forward, reverse button</p> <p>2.7.3 Hot and cold Settings</p> <p>2.7.4 With infrared heating system</p> <p>3. WARRANTY AND AFTER SALES SUPPORT</p> <p>3.1 The supplier warrants that the items are free from defects in manufacturing, as well as shipping/delivery issues.</p> <p>3.2 Defective/Incorrect items shall be replaced.</p> <p>3.3 One (1) year warranty.</p> <p>4. PAYMENT AND DELIVERY TERMS</p> <p>4.1 Price must be inclusive of government taxes and other charges.</p> <p>4.2 Government terms, payment upon complete delivery.</p> <p>4.3 Delivery of goods shall be made by the supplier within thirty (30) calendar days upon issuance of Notice to Proceed (NTP)</p> <p>(Please see attached quotation.)</p>	1	P3,600.00	P3,600.00

Postal Address : ASTI Bldg., U.P. Technology Park Complex,  
CP Garcia Ave., Diliman, Quezon City 1101  
Website : [www.asti.dost.gov.ph](http://www.asti.dost.gov.ph)  
Email : [info@asti.dost.gov.ph](mailto:info@asti.dost.gov.ph)

Tel No. : +632 8249-8500  
+632 8426-9755;  
Fax No. : +632 8426-9764

			<b>TOTAL:</b>	<b>₱3,600.00</b>
<b>(Total Amount in Words)</b>		<b>Three Thousand Six Hundred Pesos Only</b>		

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,




**FRANZ A. DE LEON, Ph.D.**

Digitally signed by Franz A. De Leon

Director, DOST-ASTI

\_\_\_\_\_  
(Signature over Printed Name of Supplier)

\_\_\_\_\_  
(Date)

<b>Fund Cluster:</b>	<u>07</u>	<b>ORS / BURS No.:</b>	<u>073686012023-05-000224</u>
		<b>ORS / BURS Date:</b>	<u>May 19, 2023</u>
<b>Funds Available:</b>	<u>PHP 3,600.00</u>	<b>Amount:</b>	<u>₱ 3,600.00</u>
 <b>GAY CONCEPCION S. BUGAGAO</b> Accountant III			





17 May 2023

**NOTICE TO PROCEED**  
 ALTERNATIVE MODE OF PROCUREMENT

**Ms. MARRA C. VALLADARES**  
 Marketing Associate  
**ARTJOHNLEY ENTERPRISES**  
 47 Victoria St., Sauyo  
 Quezon City

Dear Ms. Valladares,

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

Contract Name	: <b>Supply and Delivery of One (1) unit Laminating Machine</b>
Purchase Request No.	: <b>ALAM-23-04-16466</b>
Purchase / Work Order No.	: <b>ALAM-23-05-004</b>
Total Contract Price	: <b>Php 3,600.00</b>
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: <b>Three Thousand Six Hundred Pesos</b>

Upon issuance of this Notice, your company, **ARTJOHNLEY ENTERPRISES** 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

DATE OF ISSUANCE:

MAY 23, 2023

RECEIVED BY:

\_\_\_\_\_  
 Signature over Printed Name

\_\_\_\_\_  
 Date and Time

Postal Address : ASTI Bldg., U.P. Technology Park Complex,  
 CP Garcia Ave., Diliman, Quezon City 1101  
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ASTI-FM 03-19  
 REV 1 / 13 January 2020