



Republic of the Philippines
DEPARTMENT OF SCIENCE AND TECHNOLOGY
ADVANCED SCIENCE AND TECHNOLOGY INSTITUTE



PURCHASE ORDER

ASTI – FM 03-17
REV 4 / 09 June 2025

Supplier:	ARTJOHNLEY ENTERPRISES	PO No.:	PROPEL-25-06-002
Address:	47 Victoria St., Sauyo, Novaliches, Quezon City 116	PO Date:	June 19, 2025
TIN:	234-924-389-00000	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>Wireless Keyboard and Mouse Combo</p> <p>1. GENERAL STATEMENT</p> <p>1.1. The DOST-ASTI is seeking qualified and competent bidders for the SUPPLY AND DELIVERY OF ELEVEN (11) UNITS OF WIRELESS KEYBOARD AND MOUSE COMBO for computer typing tasks (for tools).</p> <p>1.2. The ABC is inclusive of all applicable government taxes and service charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Keyboard:</p> <p>2.1.1. Spill-resistant design</p> <p>2.1.2. Adjustable height-tilt legs</p> <p>2.1.3. 10-Key Number pad</p> <p>2.1.4. Key type: Deep profile</p> <p>2.1.5. On/Off power switch</p> <p>2.1.6. Two (2) AAA batteries</p> <p>2.2. Mouse:</p> <p>2.2.1. Sensor Technology: High-precision Optical tracking</p> <p>2.2.2. Number of Buttons: Three (3) (Left-click, Right-click, and Middle click)</p> <p>2.2.3. Scrolling: line-by-line</p> <p>2.2.4. Scroll Wheel: Yes, 2D, mechanical</p> <p>2.2.5. Connect/Power: On/Off power button</p> <p>2.2.6. One (1) AA battery</p> <p>3. WARRANTY AND SERVICES</p>	11	₱2,460.00	₱27,060.00

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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>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. Six (6) months warranty period which will commence upon delivery.</p> <p>4. DELIVERY AND PAYMENT TERMS</p> <p>4.1. Delivery of the items shall be delivered thirty (30) calendar days upon issuance of NTP.</p> <p>4.2. Payment shall be made only upon certification/acceptance by the end-user to the effect that the services have been rendered or delivered in accordance with the terms of this Contract and have been duly inspected and accepted.</p> <p>4.3. No payment shall be made for supplies and materials not yet delivered under this Contract.</p> <p>(Please see attached quotation.)</p>			
2	Piece	<p>Power cord extension</p> <p>1. GENERAL STATEMENT</p> <p>1.1. The DOST-ASTI is seeking qualified and competent bidders for the SUPPLY AND DELIVERY OF EIGHT (8) PIECES OF POWER CORD EXTENSION to use as additional power for devices (for tools).</p> <p>1.2. The ABC is inclusive of all applicable government taxes and service charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Six (6) gang / universal outlets</p> <p>2.2. Individual switches</p> <p>2.3. Light indicator</p> <p>2.4. Surge (lightning) protection</p> <p>2.5. Built in safety breaker</p> <p>2.6. Three (3) prong plug for extra safety anti ground</p> <p>2.7. Universal socket</p> <p>2.8. At least 220-250 volts</p> <p>3. WARRANTY AND SERVICES</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. Three (3) months warranty period which will commence upon delivery.</p> <p>4. DELIVERY AND PAYMENT TERMS</p> <p>4.1. Delivery of the items shall be delivered thirty (30) calendar days upon issuance of NTP.</p>	8	P1,255.00	P10,040.00

other supplies

		<p>4.2. Payment shall be made only upon certification/acceptance by the end-user to the effect that the services have been rendered or delivered in accordance with the terms of this Contract and have been duly inspected and accepted.</p> <p>4.3. No payment shall be made for supplies and materials not yet delivered under this Contract.</p> <p>(Please see attached quotation.)</p>			
3	Piece	<p>Digital Voice Recorder with USB</p> <p>1. GENERAL STATEMENT</p> <p>1.1. The DOST-ASTI is seeking qualified and competent bidders for the SUPPLY AND DELIVERY OF ONE (1) PIECE OF DIGITAL VOICE RECORDER WITH USB to record meetings for documentation (for tools).</p> <p>1.2. The ABC is inclusive of all applicable government taxes and service charges.</p> <p>2. TECHNICAL SPECIFICATIONS</p> <p>2.1. Type: Digital</p> <p>2.2. Mode: Stereo</p> <p>2.3. Recording Format: LPCM, MP3</p> <p>3. WARRANTY AND SERVICES</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 period which will commence upon delivery.</p> <p>4. DELIVERY AND PAYMENT TERMS</p> <p>4.1. Delivery of the items shall be delivered thirty (30) calendar days upon issuance of NTP.</p> <p>4.2. Payment shall be made only upon certification/acceptance by the end-user to the effect that the services have been rendered or delivered in accordance with the terms of this Contract and have been duly inspected and accepted.</p> <p>4.3. No payment shall be made for supplies and materials not yet delivered under this Contract.</p> <p>(Please see attached quotation.)</p>	1	₱5,990.00	₱5,990.00
				TOTAL:	₱43,090.00
(Total Amount in Words)			Forty Three Thousand Ninety 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

Fund Cluster:	07	ORS / BURS No.:	12308601-2025-06-000193
Funds Available:	Php 43,090.00	ORS / BURS Date:	JUNE 20, 2025
		Amount:	₱ 43,090.00
<div> GAY CONCEPCION S. BUGAGAO Accountant III</div>			



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19 June 2025

NOTICE TO PROCEED
ALTERNATIVE MODE OF PROCUREMENT

Ms. KATHERINE C. CASIPIT
Sales Account Executive
ARTJOHNLEY ENTERPRISES
47 Victoria St., Sauyo
Novaliches, Quezon City 1116

Dear Ms. Casipit,

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

Contract Name	: Supply and Delivery of Eleven (11) Units Wireless Keyboard and Mouse Combo and Other Items
Purchase Request No.	: PROPEL-25-05-21193
Purchase / Work Order No.	: PROPEL-25-06-002
Total Contract Price	: Php 43,090.00
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: Forty Three Thousand Ninety Pesos

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

Digitally
signed by
Franz A.
De Leon

DATE OF ISSUANCE:

24 JUN 2025

RECEIVED BY:

Signature over Printed Name

Date and Time

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ASTI - FM 03-10
REV 5 / 05 June 2025