



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:	JDR TRADING SERVICES	PO No.:	PROPEL-25-06-003
Address:	312 Tindalo St., Dona Rosario Heights, Posadas Ave., Sucat, Muntinlupa City	PO Date:	June 27, 2025
TIN:	223-429-920-000	Mode of Procurement:	NP-53.9 Small Value Procurement

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	Piece	<p>Laptop stand</p> <p>1. GENERAL STATEMENT</p> <p>1.1. The DOST-ASTI is seeking qualified and competent bidders for the SUPPLY AND DELIVERY OF TEN (10) PIECES OF LAPTOP STAND for laptop screen elevation to perform tasks productively and efficiently (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. Dimensions: At least 10.5" (L) x 10.3" (W)</p> <p>2.2. Wide adjustability range</p> <p>2.3. Compatible with up to 17" wide laptops</p> <p>2.4. At least 19.9 kg load capacity</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. Two (2) 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</p>	10	P4,245.80	P42,458.00

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.

		<p>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>USB C HUB</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) PIECES OF USB C HUB to connect multiple devices through a single USB-C port (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. Multiple USB Ports: With four USB ports, including both USB Type-A and USB Type-C</p> <p>2.2. Docking station offers convenient connectivity options for various peripherals such as keyboards, mice, external hard drives, and more</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. 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>	11	P1,590.00	P17,490.00

3	Piece	1 TB External SSD 1. GENERAL STATEMENT 1.1. The DOST-ASTI is seeking qualified and competent bidders for the SUPPLY AND DELIVERY OF TEN (10) PIECES OF ONE (1) TB EXTERNAL SSD for backup storage of the developed system under the PROPEL project (for tools). 1.2. The ABC is inclusive of all applicable government taxes and service charges. 2. TECHNICAL SPECIFICATIONS 2.1. Interface version: USB 3.2 Gen 2 2.2. Size: Portable 2.3. Durability: IP65 2.4. Connector: USB C 2.5. Read and write performance: At least 1000MB/s 2.6. System Requirements: Compatible with most Windows, macOS and Chrome OS systems 3. WARRANTY AND SERVICES 3.1. The supplier warrants that the items are free from defects in manufacturing, as well as shipping/delivery issues. 3.2. Defective/Incorrect items shall be replaced. 3.3. One (1) week warranty period which will commence upon delivery. 4. DELIVERY AND PAYMENT TERMS 4.1. Delivery of the items shall be delivered thirty (30) calendar days upon issuance of NTP. 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. 4.3. No payment shall be made for supplies and materials not yet delivered under this Contract. (Please see attached quotation.)	10	P6,666.00	P66,660.00
				TOTAL:	P126,608.00
(Total Amount in Words)			One Hundred Twenty Six Thousand Six Hundred Eight 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

Digitally
signed by
Jeffrey A.
Aborot

Fund Cluster:	07	ORS / BURS No.:	073086012025-06-000213
		ORS / BURS Date:	JUNE 27, 2025
Funds Available:	PHP 126,608.00	Amount:	₱ 126,608.00
<div> GAY CONCEPCION S. BUGAGAO Accountant III</div>			



27 June 2025

NOTICE TO PROCEED
ALTERNATIVE MODE OF PROCUREMENT

Ms. JESSICA MAE CRUZ - DELOS REYES
Proprietor
JDR TRADING SERVICES
312 Tindalo St., Dona Rosario Heights
Posadas Ave., Sucat
Muntinlupa City

Dear Ms. Delos Reyes,

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

Contract Name	: Supply and Delivery of Ten (10) Pieces Laptop stand and Other Items
Purchase Request No.	: PROPEL-25-05-21197
Purchase / Work Order No.	: PROPEL-25-06-003
Total Contract Price	: Php 126,608.00
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: One Hundred Twenty Six Thousand Six Hundred Eight Pesos

Upon issuance of this Notice, your company, **JDR TRADING SERVICES** 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 A.
Aborot

DATE OF ISSUANCE:

JUL 03 2025

RECEIVED BY:

Signature over Printed Name

Date and Time

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