



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

PURCHASE ORDER

Supplier:	JDR TRADING SERVICES	PO No.:	23-06-090
Address:	312 Tindalo St. Doña Rosario Heights, Posadas Ave., Sucat, Muntinlupa City	PO Date:	June 6, 2023
TIN:	223-429-920-000	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:	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>Accessory - Laptop Stand</p> <p>1 GENERAL OVERVIEW</p> <p>1.1. The Advanced Science and Technology Institute (ASTI) is seeking qualified and competent bidders for the supply and delivery of four (4) pcs of laptop stands that will be used during research, meeting and other online related activities.</p> <p>1.2. The approved budget for the contract is inclusive of all applicable government taxes and services charges.</p> <p>1.3. The technical specifications written herein are of minimum requirement, unless otherwise stated.</p> <p>2 TECHNICAL SPECIFICATIONS</p> <p>2.1 Material:</p> <p>2.1.1 Body: Aluminum Alloy</p> <p>2.1.2 Anti-slip: Multiple Silicone Pads</p> <p>2.2 Load capacity: 10 kg</p> <p>2.3 With anti-slip wire mechanism</p> <p>2.4 Lifting height: 27 cm</p> <p>2.5 Fan parameters:</p> <p>2.5.1 Cooling method: Dual-core silent motor fan cooling</p> <p>2.5.2 Rated voltage: 5 V</p> <p>2.5.3 Rated current: 0.15 A</p> <p>2.5.4 Rated power: 0.6 W</p> <p>2.5.5 Rated speed: 2700 rpm ± 10%</p> <p>2.5.6 Air volume: 2.0 CFM</p> <p>2.5.7 Noise level: 30 dBA</p> <p>2.6 Folding size: 249 mm × 220 mm × 27 mm</p> <p>2.7 Power supply mode: USB Type C interface</p> <p>2.8 Compatible with 10" - 17" laptops</p> <p>3 WARRANTY</p> <p>3.1. These laptop stands must have at least six (6) months of warranty from the time of delivery which covers defects in materials. Warranty service shall commence from the date of end-user acceptance.</p> <p>3.2. Any replacement service must be successfully performed within sixty (60) business days.</p>	4	P1,265.00	P5,060.00 <i>1st office sup</i>

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

		<p>4 DELIVERY AND PAYMENT TERMS 4.1. The goods must be delivered within thirty (30) calendar days upon issuance of Notice to Proceed (NTP). 4.2. Full payment will only be given once the item is completely delivered, inspected, and accepted by the End User. No payment shall be made for the supplies and materials not yet delivered under this contract.</p> <p>(Please see attached quotation.)</p>			
2	Piece	<p>Accessory - Keyboard 1GENERAL OVERVIEW 1.1. The Advanced Science and Technology Institute (ASTI) is seeking qualified and competent bidders for the Supply and Delivery of ten (10) pcs of keyboard that will be used by some ESG staff in performing their work duties especially during software debugging and coding. 1.2. The approved budget for the contract is inclusive of all applicable government taxes and services charges. 1.3. The technical specifications written herein are of minimum requirement, unless otherwise stated.</p> <p>2TECHNICAL SPECIFICATIONS 2.1. Connection type: Bluetooth classic 3.0 2.2. Wireless range: 10 m 2.3. Color: Blue/Gray 2.4. Battery: Two (2) pcs of AAA 2.5. Dimensions: approx. 124 x 279 x 16 mm 2.6. Weight: approx. 423 g including battery 2.7. Compatible with Windows, Mac, iOS, iPadOS, Android</p> <p>3 WARRANTY 3.1. These keyboards must have at least six (6) months of warranty from the time of delivery which covers defects in materials. Warranty service shall commence from the date of end-user acceptance. 3.2. Any replacement service must be successfully performed within sixty (60) business days.</p> <p>4 DELIVERY AND PAYMENT TERMS 4.1. The goods must be delivered within thirty (30) calendar days upon issuance of Notice to Proceed (NTP). 4.2. Full payment will only be given once the item is completely delivered, inspected, and accepted by the End User. No payment shall be made for the supplies and materials not yet delivered under this contract.</p> <p>(Please see attached quotation.)</p>	10	P2,300.00	P23,000.00 <i>1st office</i>
			TOTAL:		P28,060.00
(Total Amount in Words)		Twenty Eight Thousand Sixty 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,



FRANZ A. DE LEON, Ph.D.

Director, DOST-ASTI

(Signature over Printed Name of Supplier)

Digitally signed by Franz A. De Leon

(Date)

Fund Cluster:	<u>01</u>	ORS / BURS No.:	<u>011011012023-06-000376</u>
Funds Available:	<u>PHP 28,060.00</u>	ORS / BURS Date:	<u>June 07, 2023</u>
		Amount:	<u>₱ 28,060.00</u>
 GAY CONCEPCION S. BUGAGAO Accountant III			



06 June 2023

NOTICE TO PROCEED
 ALTERNATIVE MODE OF PROCUREMENT

Ms. JESSICA MAE CRUZ- DELOS REYES
 Proprietor
JDR TRADING SERVICES
 312 Tindalo St. Doña 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	: <u>Supply and Delivery of Four (4) Pieces Accessory - Laptop Stand and Other Items</u>
Purchase Request No.	: <u>GAA-23-02-16201</u>
Purchase / Work Order No.	: <u>23-06-090</u>
Total Contract Price	: <u>Php 28,060.00</u>
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: <u>Twenty Eight Thousand Sixty Pesos</u>

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
 Director

DATE OF ISSUANCE:

JUNE 09, 2023

RECEIVED BY:

 Signature over Printed Name

 Date and Time

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