



Republic of the Philippines
Department of Science and Technology
ADVANCED SCIENCE AND TECHNOLOGY INSTITUTE



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

PURCHASE ORDER

Supplier:	MAITILINK SYSTEMS, INC.	PO No.:	23-06-091
Address:	Unit 401 Unlad Condo cor. Gen. Malvar St., Taft Avenue, Malate, Manila	PO Date:	June 7, 2023
TIN:	004-629-735-000	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 - Ergonomic Mouse Pad 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 ergonomic mouse pad that will be used to perform daily tasks at the office or at home. 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. Material: Silica gel 2.2. Size: 9.9 x 4.2 x 1.8 cm 2.3. Color: Black 2.4. Style: With Wristrest 2.5. With three-dimensional arc bionic armrest position</p> <p>3 WARRANTY 3.1. These mouse pads 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	P275.00	P2,750.00 <i>CFACC Supplies</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

2	Piece	Portable Speaker 1GENERAL OVERVIEW 1.1. The Advanced Science and Technology Institute (ASTI) is seeking qualified and competent bidders for the Supply and Delivery of one (1) pc of portable speaker that will be used in conducting online meetings and other online-related activities. 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. 2TECHNICAL SPECIFICATIONS 2.1. Can pick up up to 4 microphones 2.2. Sampling rate: 32 KHz 2.3. Equipped with acoustic algorithm for eliminating unwanted noises 2.4. Connection: USB-C, Bluetooth with dongle 2.5. Works with conferencing platforms such as Skype, Facetime, Zoom 3 WARRANTY 3.1. This portable speaker 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. 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. (Please see attached quotation.)	1	P15,500.00	P15,500.00 <i>ICT Equipment - Semi</i>
				TOTAL:	P18,250.00
(Total Amount in Words)		Eighteen Thousand Two Hundred Fifty 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. Digitally signed by Franz A. De Leon
Director, DOST-ASTI

(Date)

Fund Cluster:	<u>01</u>	ORS / BURS No.: <u>011011012023-06-000382</u>
Funds Available:	<u>PHP 18,250.00</u>	ORS / BURS Date: <u>June 08, 2023</u> Amount: <u>₱ 18,250.00</u>
 GAY CONCEPCION S. BUGAGAO Accountant III		



07 June 2023

NOTICE TO PROCEED
 ALTERNATIVE MODE OF PROCUREMENT

Mr. FLOMAR BATUYONG
 Authorized Representative
MAITILINK SYSTEMS, INC.
 Unit 401 Unlad Condo cor. Gen. Malvar St.
 Taft Avenue, Malate, Manila

Dear Mr. Batuyong,

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

Contract Name	: Supply and Delivery of Ten (10) Pieces Accessory - Ergonomic Mouse Pad and One (1) Piece Portable Speaker
Purchase Request No.	: GAA-23-02-16201
Purchase / Work Order No.	: 23-06-091
Total Contract Price	: Php 18,250.00
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: Eighteen Thousand Two Hundred Fifty Pesos

Upon issuance of this Notice, your company, **MAITILINK SYSTEMS, 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. Registered Professional Engineer
 Director

DATE OF ISSUANCE:

JUNE 09, 2023

RECEIVED BY:

 Signature over Printed Name

 Date and Time

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