



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:	SUNSHINE OFFICELINK VENTURES CORPORATION	PO No.:	23-06-094
Address:	U/102 G/F Emmanuel Residences 1128 E. Rodriguez Ave. cor Del Pilar Bangkal, Makati City	PO Date:	June 8, 2023
TIN:	008-833-835-000	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:	Ten (10) calendar days upon issuance of NTP
Date of Delivery:		Payment Term:	Government Terms
		Warranty Term:	

Stock / Property No.	Unit	Description	Quantity	Unit Cost	Amount
	Set	FILE TAB/INDEX DIVIDER, bristol board, legal 1. TECHNICAL SPECIFICATIONS 1.1. 5 colors/set 2. DELIVERY 2.1. Delivery shall be made by the Supplier within 10 calendar days upon issuance of NTP (Please see attached quotation)	26	P35.00	P910.00
TOTAL:					P910.00
(Total Amount in Words)			Nine Hundred Ten 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.

Director, DOST-ASTI

(Date)

Postal Address : ASTI Bldg., U.P. Technology Park Complex,
CP Garcia Ave., Diliman, Quezon City 1101
Website : www.asti.dost.gov.ph
Email : info@astl.dost.gov.ph

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

Fund Cluster:	<u>01</u>	ORS / BURS No.:	<u>D11011012023-06-000385</u>
		ORS / BURS Date:	<u>June 09, 2023</u>
Funds Available:	<u>PHP 910.00</u>	Amount:	<u>₱ 910.00</u>
 <u>GAY CONCEPCION S. BUGAGAO</u> Accountant III			



08 June 2023

NOTICE TO PROCEED
 ALTERNATIVE MODE OF PROCUREMENT

Ms. EMY R. VALDEZ
 Account Executive
SUNSHINE OFFICELINK VENTURES CORPORATION
 U/102 G/F Emmanuel Residences
 1128 E. Rodriguez Ave. cor Del Pilar
 Bangkal, Makati City

Dear Ms. Valdez,

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

Contract Name	: Supply and Delivery of Twenty-six (26) sets of File Tab/Index Divider, Bristol board, legal
Purchase Request No.	: GAA-23-04-16507
Purchase / Work Order No.	: 23-06-094
Total Contract Price	: Php 910.00
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: Nine Hundred Ten Pesos

Upon issuance of this Notice, your company, **SUNSHINE OFFICELINK VENTURES CORPORATION** 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:

June 13, 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
 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

ASTI-FM 03-19
 REV 1 / 13 January 2020