



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:	Pro Pen Office Supplies and Equipment Trading	PO No.:	22-09-184
Address:	12 Penabatan, Pulilan, Bulacan	PO Date:	September 12, 2022
TIN:	439-997-574-000	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:	Seven (7) 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	Ballpen 1. TECHNICAL SPECIFICATIONS 1.1. color blue 1.2. good writing quality 2. DELIVERY 2.1. Delivery shall be made by the Supplier within 7 calendar days upon issuance of NTP <i>(Please see attached quotation.)</i>	40	P9.50	P380.00
TOTAL:					P380.00
(Total Amount in Words)		Three Hundred Eighty 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)

 Digitally signed by Emmanuel Balboa

Fund Cluster:	<u>01</u>	ORS / BURS No.:	<u>011011012022-09-000728</u>
		ORS / BURS Date:	<u>SEPT. 13. 2022</u>
Funds Available:	<u>₱ 380.00</u>	Amount:	<u>₱ 380.00</u>
 GAY CONCEPCION S. BUGAGAO Accountant III			