



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.:	22-03-076
Address:	U/102 G/F Emmanuel Residences, 1128 E. Rodriguez Ave. cor Del Pilar, Bangkal, Makati City	PO Date:	March 29, 2022
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:	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	Box	STAPLE WIRE, standard 1. TECHNICAL SPECIFICATIONS 1.1. 5000 wire per box 1.2. made of steel wire 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>	31	P35.00	P1,085.00
2	Box	PAPER CLIP, vinyl/plastic coated 1. TECHNICAL SPECIFICATIONS 1.1. vinyl/plastic coated 1.2. ~33mm 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>	39	P10.00	P390.00
3	Piece	CUTTER/UTILITY KNIFE, for general purpose 1. TECHNICAL SPECIFICATIONS 1.1. for general purpose 1.2. with anti-slip grip plastic molded body 1.3. with built-in blade snapper 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>	7	P25.00	P175.00

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;
 Fax No. : +632 8426-9764

4	Piece	PUNCHER, paper, heavy duty 1. TECHNICAL SPECIFICATIONS 1.1. punching capacity: 30 sheets of 70gsm multipurpose paper 1.2. with 2 hole guide 1.3. diameter of hole: 7mm (approx) 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>	8	₱156.00	₱1,248.00
5	Piece	STAPLER, standard type 1. TECHNICAL SPECIFICATIONS 1.1. loading capacity: 200 staples (min) 1.2. staple pusher shall be a metal piece not spring 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>	13	₱200.00	₱2,600.00
6	Cart	TONER CART 1. TECHNICAL SPECIFICATIONS 1.1. HP CE278A, Black 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>	1	₱4,200.00	₱4,200.00
7	Piece	SIGN PEN 1. TECHNICAL SPECIFICATIONS 1.1. Black, .5mm, need type 1.2. Type: Liquid or Gel 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>	14	₱25.00	₱350.00
8	Piece	SIGN PEN 1. TECHNICAL SPECIFICATIONS 1.1. Red, .5mm, need type 1.2. Type: Liquid or Gel 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>	7	₱25.00	₱175.00
9	Pack	Special paper 1. TECHNICAL SPECIFICATIONS 1.1. hard, for calling card, white 1.2. 10pcs/pack 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>	5	₱55.00	₱275.00

10	Roll	Double Sided Tape 1. TECHNICAL SPECIFICATIONS 1.1. size: 1 inch 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>	35	₱30.00	₱1,050.00
11	Pack	PVC Book Binding Cover 1. TECHNICAL SPECIFICATIONS 1.1. transparent binding covers 1.2. leather grain and glossy binding covers 1.3. plastic binding combs 1.4. PP binding cover in variety, size: A4, 100pcs/pack 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>	1	₱480.00	₱480.00
12	Piece	RULER 1. TECHNICAL SPECIFICATIONS 1.1. plastic, 450mm (12") 1.2. width: 38mm min 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>	6	₱10.00	₱60.00
13	Pack	PAPER, STICKER, for Laserjet Printer 1. TECHNICAL SPECIFICATIONS 1.1. A4 size, Matte or glossy 1.2. 10 pieces per pack, White colors 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>	5	₱55.00	₱275.00
				TOTAL:	₱12,363.00
(Total Amount in Words)		Twelve Thousand Three Hundred Sixty Three 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 

April 1, 2022

(Date)

Fund Cluster:	<u>01</u>	ORS / BURS No.:	<u>0101012022-03-000212</u>
		ORS / BURS Date:	<u>MARCH 30, 2022</u>
Funds Available:	<u>PHP 12,363.00</u>	Amount:	<u>₱ 12,363.00</u>
 GAY CONCEPCION S. BUGAGAO Accountant III			