



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
REGION VIII

## NOTICE OF AWARD

September 7, 2022

**The Manager**  
**PHILCOPY**  
Tacloban City

Dear **Sir/Madam**:

This is to notify you that your Bid for the **Supply and Delivery of Various Office Supplies** specifically **Item 25** for the contract Price of **Sixteen Thousand One Hundred Pesos (P16,100.00)** Only is hereby accepted.

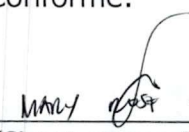
Please refer to the attached signed quotation for the details of the specifications. May we remind likewise that processing of payment is subject to compliance with the required documentary requirements provided in the procurement terms and conditions of the Request for Quotation.

For information and guidance.

Very truly yours,

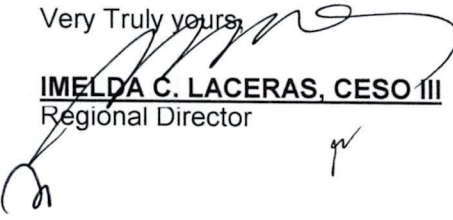
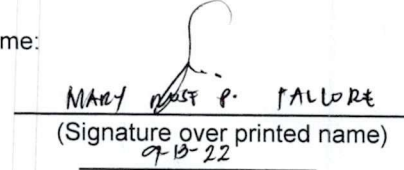
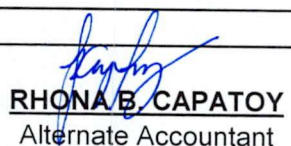
  
**IMELDA C. LACERAS, CESO III**  
Regional Director

Conforme:

  
\_\_\_\_\_  
(Signature over Printed Name)  
**Manager / Authorized Representative**  
**PHILCOPY**  
Date of Receipt: 9-8-22

**PURCHASE ORDER**  
**Department of Budget and Management**  
**Regional Office VIII**

Villa Ruiz, Bgy 77, Marasbaras, Tacloban City  
 Tel. No. (053) 888-0548, & 832-1628

Supplier : <b>PHILCOPY CORPORATION</b>		P.O. No. : 2022-09-001			
Address : Tacloban City		Date : September 8, 2022			
TIN :		Mode of Procurement : Shopping B			
Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery : DBM RO VIII, Marasbaras, Tacloban City		Delivery Term :			
Date of Delivery : See note below.		Payment Term : LDDAP-ADA			
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	piece	<b>Supply and Delivery of the following Office Supplies:</b>  TONER TK4109 (for KYOCERA Task Alfa 1800)  Delivery Period: Thirty (30) calendar days upon receipt of Notice of Award and Purchase Order for Ink and Toner. Fifteen (15) calendar days upon receipt of Notice of Award and Purchase Order for other Office and Janitorial Supplies.	2	8,050.00	16,100.00
<b>TOTAL</b>					<b>16,100.00</b>
<p>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.</p> <p>We reserve the right to return the above items in case of defects and if found not in accordance with the agreed specifications.</p>					
Conforme:		Very Truly yours,  <b>IMELDA C. LACERAS, CESO III</b> Regional Director			
 (Signature over printed name) Date					
Fund Cluster : _____		ORS/BURS No. : _____			
Funds Available : _____		Date of the ORS/BURS: _____			
 <b>RHONA B. CAPATOY</b> Alternate Accountant		Amount : _____			