



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
REGION VIII

**NOTICE OF AWARD**

February 19, 2025

**The Manager**  
**COPYLANDIA OFFICE SYSTEMS CORPORATION**  
Tacloban City

DEPARTMENT OF BUDGET AND MANAGEMENT		
REGIONAL OFFICE VIII		
TACLOBAN CITY LEYTE		
<b>OFFICIAL RELEASE</b>		
<input type="checkbox"/> EMAIL ONLY	<input type="checkbox"/> WITH ENCL.	<input checked="" type="checkbox"/> WITH HARDCOPY
BY:	LORELIER BADAJOS	
DATE:	02/19/25	

Dear **Sir/Madam:**

This is to notify you that your Bid for the "**Supply and Delivery of Toners for 1st Quarter FY 2025**" for the contract Price of **Twenty-One Thousand Pesos (P21,000.00)** 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

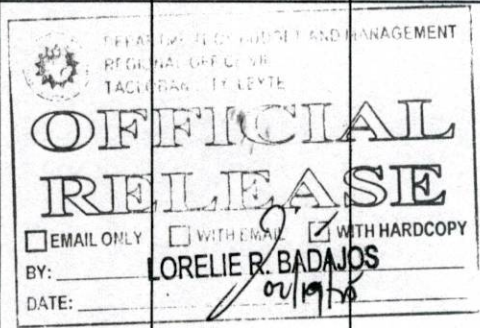

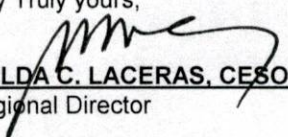
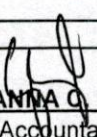
Conforme:

  
REALYN PANAO

(Signature over Printed Name)

**Manager / Authorized Representative**  
**COPYLANDIA OFFICE SYSTEMS CORPORATION**  
Date of Receipt: 2/10/2025



<b>Supplier :</b> COPYLANDIA OFFICE SYSTEMS CORPORATION <b>Address :</b> Tacloban City <b>TIN :</b>		<b>P.O. No. :</b> 2025-02-008 <b>Date :</b> February 19, 2025 <b>Mode of Procurement :</b> Negotiated- SVP	
<b>Gentlemen:</b> Please furnish this Office the following articles subject to the terms and conditions contained herein:			
<b>Place of Delivery :</b> DBM RO VIII, Marasbaras, Tacloban City <b>Date of Delivery :</b> See note below.		<b>Delivery Term :</b> <b>Payment Term :</b> LDDAP-ADA	
<b>Stock/ Property No.</b>	<b>Unit</b>	<b>Description</b>	<b>Quantity      Unit Cost      Amount</b>
		Supply and Delivery of Toners for 1st Quarter FY 2025	1
	<b>pcs</b>	Develop Ineo 360i Toner	3      7,000.00      21,000.00
		<b>Terms and Conditions:</b> 1.Payment shall be made within three (3) working days upon receipt of Bill/Charge Invoice and valid Tax Clearance issued by the BIR.  2.Price shall be inclusive of 12% VAT and delivery charge.  3.Location Delivered: DBM ROVIII, Villa Ruiz Road, Brgy. 77 Marasbaras, Tacloban City.  4.Delivery Period for Toners - Seven (7) Calendar Days upon receipt of NOA and PO	 <p>OFFICIAL RELEASE  <input type="checkbox"/> EMAIL ONLY    <input type="checkbox"/> WITH EMAIL    <input checked="" type="checkbox"/> WITH HARDCOPY          BY: LORELIE R. BADAJOS          DATE: 02/19/25       </p>
			21,000.00
<p><b>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.</b></p> <p><b>We reserve the right to return the above items in case of defects and if found not in accordance with the agreed specifications.</b></p>			
<b>Conforme:</b>  REALYN PANA O (Signature over printed name) <u>2/20/2025</u> Date		Very Truly yours,  <b>IMELDA C. LACERAS, CESO III</b> Regional Director	
<b>Fund Cluster :</b> _____ <b>Funds Available :</b> _____ <div style="text-align: center;">   <b>MA. JOANNA Q. LANTAJO</b>          Accountant       </div>		<b>ORS/BURS No. :</b> _____ <b>Date of the ORS/BURS:</b> _____  <b>Amount :</b> _____	