



Republic of the Philippines
Office of the President of the Philippines
COMMISSION ON FILIPINOS OVERSEAS
KOMISYON SA MGA PILIPINO SA IBAYONG DAGAT



June 11, 2024

NOTICE TO PROCEED

GAKKEN PHILIPPINES INC.

130 GPI Bldg. Aurora Blvd. cor. A Lake St.,
San Juan City, Metro Manila

THRU: MS. DANICA FAYE D. MEDIAVILLO

Authorized Representative
Gakken Philippines Inc.

Dear **Ms. Mediavillo**,

The attached Purchase Order / Contract Agreement having been approved, notice is hereby given to **GAKKEN PHILIPPINES INC.** Performance may commence on the contract for the following requirement under Purchase Request No. 2024-03-084 dated 19 March 2024 effective on the date of receipt of this notice:

CFO REQUIREMENTS	QTY.	TOTAL COST (VAT INCLUSIVE)
Supply and Delivery of Laserjet Pro Colored Printer with Feeder scanner	1 unit	PHP24,777.00
TOTAL AMOUNT		PHP24,777.00

Delivery Schedule: 30 calendar days upon receipt of Notice to Proceed

Upon receipt of this notice, you are responsible for performing the services under the terms and conditions of the agreement and in accordance with the delivery schedule. Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other to the **Commission on Filipinos Overseas**.

Very truly yours,

SEC. ROMULO V. ARUGAY
Chairperson

I acknowledge receipt of this notice on _____ :
Name of the Representative of the Bidder _____ :
Authorized Signature _____ :

The Head of the Procuring Entity or his duly authorized representative shall issue the Notice to Proceed within three (3) calendar days from the date of the approval of the contract.



June 11, 2024

Reference: **PO No: 2024-06-046**

NOTICE OF AWARD

GAKKEN PHILIPPINES INC.

130 GPI Bldg. Aurora Blvd. cor. A Lake St.,
San Juan City, Metro Manila

THRU: MS. DANICA FAYE D. MEDIAVILLO

Authorized Representative
Gakken Philippines Inc.

Dear **Ms. Mediavillo**,

This is to inform you that the Bids and Awards Committee (BAC) of the Commission on Filipinos Overseas has found you to be the lowest calculated bidder for the **Supply and Delivery of Various Printers and Scanners for the item indicated below** (Purchase Request No. 2024-03-084 dated 19 March 2024) and you are hereby issued this Notice of Award:

CFO REQUIREMENTS	QTY.	TOTAL COST (VAT INCLUSIVE)
Supply and Delivery of Laserjet Pro Colored Printer with Feeder scanner	1 unit	PHP24,777.00
TOTAL AMOUNT		PHP24,777.00

Delivery Schedule: 30 calendar days upon receipt of Notice of Award

INSTRUCTIONS:

If you have no corrections to the contents of this Notice of Award (NOA), please send an advance signed copy of the NOA together with the attached Contract/Purchase Order (**P.O. No. 2024-06-046 dated 11 June 2024**) within the day upon receipt of this notice. You can personally sign the original copy of the documents or send an authorized representative to get the original documents at our office located at **The Upper Class Tower, Quezon Avenue cor. Scout Reyes St., Diliman, Quezon City.**

Please note that the original copy of the NOA and all copies of the Contract/PO shall be returned to the Commission on Filipinos Overseas. Failure to sign and return the documents may result in cancellation of the award.

Very truly yours,



SECRETARY ROMULO V. ARUGAY

Chairperson



CONFORME:

PRINTED NAME / POSITION

SIGNATURE

DATE



Commission on Filipinos Overseas

Document Code **CFO-AFD-FR-PRO-002**

Page No.

PURCHASE ORDER

Revision No. **0**

Effective Date **15 March 2017**

Supplier : **GAKKEN PHILIPPINES INC.**
Address : **130 GPI Bldg. Aurora Blvd. cor. A Lake St., San Juan City, Metro Manila**
TIN : **004-475-204-00000**

P.O. No. : **2024-06-046**
Date : **11-Jun-24**
Mode of Procurement : **Small Value Procurement**

Gentlemen:
Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery : **21st Floor, The Upper Class Tower, Scout Reyes St., corner Quezon Ave., Brgy. Paligsahan, Diliman, Quezon City**
Date of Delivery: **30 calendar days upon receipt of the Notice to Proceed**
Warranty: **One (1) year warranty of services**

Delivery Term : **FULL SERVICES**
Payment Term : **LDDAP-ADA**

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
	Unit	Supply and Delivery of Laserjet Pro Colored Printer with Feeder Scanner	1	24,777.00	24,777.00
		* Attached conditions/specifications set in the quotation are part of this Order.			
		<i>(Per Purchase Request No.2024-03-084 dated 19 March 2024)</i>			
		x-x-x-x-x-x-x-x-x-x-Nothing Follows-x-x-x-x-x-x-x-x			


(Total Amount in Words) TWENTY-FOUR THOUSAND SEVEN HUNDRED SEVENTY-SEVEN PESOS ONLY **24,777.00**

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.

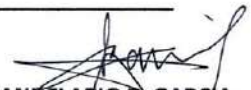
Conforme:

Signature over Printed Name of Supplier

Date

Very truly yours,

SEC. ROMULO V. ARUGAY
Chairperson

Fund Cluster : _____
Funds Available : _____


CANDELARIO R. GARCIA
Signature over Printed Name of Chief Accountant/

ORS/BURS No. : _____
Date of the ORS/BURS: _____
Amount : _____



Commission on Filipinos Overseas

Document Code **CFO-AFD-FR-PRO-002**

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		<i>(Per Purchase Request No.2024-03-084 dated 19 March 2024)</i>			
		x-x-x-x-x-x-x-x-x-x-Nothing Follows-x-x-x-x-x-x-x			

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Conforme:

Signature over Printed Name of Supplier

Date

Very truly yours,

SEC. ROMULO V. ARUGAY
Chairperson

Fund Cluster : _____
Funds Available : _____

CANDELARIO R. GARCIA

Signature over Printed Name of Chief Accountant/

ORS/BURS No. : _____

Date of the ORS/BURS: _____

Amount : _____