



June 11, 2024

NOTICE TO PROCEED

SIGNS AND PRINTS CONCEPTS, INC.
904 E Pantaleon St. Barangka Itaas
Mandaluyong City

THRU: MR. JHON MARVIN B. PAÑA
Authorized Representative
Signs and Prints Concepts, Inc.

Dear Mr. Paña,

The attached Purchase Order / Contract Agreement having been approved, notice is hereby given to **SIGNS AND PRINTS CONCEPTS, INC.** Performance may commence on the contract for the following requirement under Purchase Request No. 2024-05-105 dated 07 May 2024 effective on the date of receipt of this notice:

CFO REQUIREMENTS	QTY.	TOTAL COST (VAT INCLUSIVE)
Supply, Delivery, and Installation of the following signage:		
Push and Pull	4 pieces	Php 400.00 (Php 100.00 per piece)
Acrylic Cut Out – GCP	2 pieces	Php 1,758.00 (Php 879.00 per piece)
Acrylic Cut Out – Restricted Area	1 piece	Php 2,589.00
Acrylic Cut Out – Information	1 piece	Php 2,486.00
Acrylic Sign – Manila, Tokyo, Seoul, Sydney, San Francisco, Vancouver, Rome, and Auckland	8 pieces	Php 3,672.00 (Php 459.00 per piece)
Acrylic Sign – USA, Canada, SK Workshop, Peer, Europe, J1-EVP, Japan, Australia & New Zealand, and AU Pair-CFS	9 pieces	Php 4,131.00 (Php 459.00 per piece)
Acrylic Insert	4 pieces	Php 1,600.00 (Php 400.00 per piece)
Acrylic Sign – GCP 1-4 and PDOS 1-4	8 pieces	Php 4,856.00 (Php 607.00 per piece)
Vision	1 piece	Php 5,114.00
Mission	1 piece	Php 5,114.00
Acrylic Hanging Sign 26.8 x 12 inches	2 pieces	Php 7,176.00 (Php 3,588.00 per piece)

Acrylic Hanging Sign 26.8 x 7.68 inches	1 piece	Php 2,294.00
Acrylic Hanging Sign 26.8 x 5.5 inches	1 piece	Php 1,647.00
TOTAL AMOUNT		Php 42,837.00

Delivery Schedule: 30 calendar days upon approval of the sample product

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,

SECRETARY 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: 2024-06-044

NOTICE OF AWARD

SIGNS AND PRINTS CONCEPTS, INC.
904 E Pantaleon St. Barangka Itaas
Mandaluyong City

THRU: MR. JHON MARVIN B. PAÑA
Authorized Representative
Signs and Prints Concepts, Inc.

Dear **Mr. Paña**,

This is to inform you that the Bids and Awards Committee (BAC) of the Commission on Filipinos Overseas has found you to be the sole bidder for the **Supply, Delivery, and Installation of Various Signages for the Commission on Filipinos Overseas** (Purchase Request No. 2024-05-105 dated 07 May 2024) and you are hereby issued this Notice of Award:

CFO REQUIREMENTS	QTY.	TOTAL COST (VAT INCLUSIVE)
Supply, Delivery, and Installation of the following signage:		
Push and Pull	4 pieces	Php 400.00 (Php 100.00 per piece)
Acrylic Cut Out – GCP	2 pieces	Php 1,758.00 (Php 879.00 per piece)
Acrylic Cut Out – Restricted Area	1 piece	Php 2,589.00
Acrylic Cut Out – Information	1 piece	Php 2,486.00
Acrylic Sign – Manila, Tokyo, Seoul, Sydney, San Francisco, Vancouver, Rome, and Auckland	8 pieces	Php 3,672.00 (Php 459.00 per piece)
Acrylic Sign – USA, Canada, SK Workshop, Peer, Europe, J1-EVP, Japan, Australia & New Zealand, and AU Pair-CFS	9 pieces	Php 4,131.00 (Php 459.00 per piece)
Acrylic Insert	4 pieces	Php 1,600.00 (Php 400.00 per piece)
Acrylic Sign – GCP 1-4 and PDOS 1-4	8 pieces	Php 4,856.00 (Php 607.00 per piece)



Vision	1 piece	Php 5,114.00
Mission	1 piece	Php 5,114.00
Acrylic Hanging Sign 26.8 x 12 inches	2 pieces	Php 7,176.00 (Php 3,588.00 per piece)
Acrylic Hanging Sign 26.8 x 7.68 inches	1 piece	Php 2,294.00
Acrylic Hanging Sign 26.8 x 5.5 inches	1 piece	Php 1,647.00
TOTAL AMOUNT		Php 42,837.00

Delivery Schedule: 30 calendar days upon approval of the sample product

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. 2024-06-044 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.

Revision No. **0**

Effective Date **15 March 2017**

PURCHASE ORDER

Supplier : **SIGNS AND PRINTS CONCEPTS, INC.**
Address : **904 E. Pantaleon St. Barangka Itaas Mandaluyong City**
TIN : **010-404-857-000**

P.O. No. : **2024-06-044**
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 : **20th Floor, The Upper Class Tower, Scout Reyes St., corner Quezon Ave., Brgy. Paligsahan, Diliman, Quezon City**
Date of Delivery : **30 calendar days upon approval of the sample product**
Sampling Schedule : **4 working days upon receipt of the Notice to Proceed**
Warranty : **One (1) year warranty covers the repair of defects on parts and workmanship**

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

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
Supply, Delivery, and Installation of the following signage:					
	Pieces	Push and Pull	4	100.00	400.00
	Pieces	Acrylic Cut Out - GCP	2	879.00	1,758.00
	Piece	Acrylic Cut Out - Restricted Area	1	2,589.00	2,589.00
	Piece	Acrylic Cut Out - Information	1	2,486.00	2,486.00
	Pieces	Acrylic Sign - Manila, Tokyo, Seoul, Sydney, San Francisco, Vancouver, Rome, and Auckland	8	459.00	3,672.00
	Pieces	Acrylic Sign - USA, Canada, SK Workshop, Peer, Europe, J1-EVP, Japan, AU Pair-CFS, Australia & New Zealand	9	459.00	4,131.00
	Pieces	Acrylic Insert	4	400.00	1,600.00
	Pieces	Acrylic Sign - GCP 1-4 and PDOS 1-4	8	607.00	4,856.00
	Piece	Vision	1	5,114.00	5,114.00
	Piece	Mission	1	5,114.00	5,114.00
	Pieces	Acrylic Hanging Sign 26.8 x 12 inches	2	3,588.00	7,176.00
	Piece	Acrylic Hanging Sign 26.8 X 7.68 inches	1	2,294.00	2,294.00
	Piece	Acrylic Hanging Sign 26.8 X 5.5 inches	1	1,647.00	1,647.00
* Attached conditions/specifications set in the quotation are part of this Order.					
<i>(Per Purchase Request No.2024-05-105 dated 07 May 2024)</i>					
x-x-x-x-x-x-x-x-x-x-Nothing Follows-x-x-x-x-x-x-x-x-x-x					

(Total Amount in Words) FORTY TWO THOUSAND EIGHT HUNDRED THIRTY SEVEN PESOS ONLY **42,837.00**

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 : _____