



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



July 10, 2024

NOTICE TO PROCEED

WORK HABITS TRADING

Blk 1 Lot 5B Dandelion St. Phase VI Area 8 Greenwoods
Exec Vill, Brgy. San Andres Cainta Rizal

THRU: MS. THERESA JOY P. ARANETA
Authorized Representative
Work Habits Trading

COMMISSION ON FILIPINOS OVERSEAS
QUEEN S. MAGDO
RECEIVED BY: dit Team Member
DATE: 7/11/24

Dear **Ms. Araneta**,

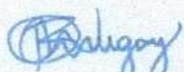
The attached Purchase Order / Contract Agreement having been approved, notice is hereby given to **WORK HABITS TRADING**. Performance may commence on the contract for the following requirement under Purchase Request No. 2024-07-137 dated 04 July 2024 effective on the date of receipt of this notice:

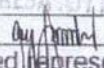
CFO REQUIREMENTS	QUANTITY	TOTAL COST (VAT INCLUSIVE)
Supply, Fabrication, and Delivery of Dri-fit Polo Shirt for the CFO Team Building	121 Pieces	PHP 35,090.00

Delivery Schedule: on or before July 23, 2024

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 : JULY 11, 2024
Name of the Representative of the Bidder : THERESA JOY P. ARANETA
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.



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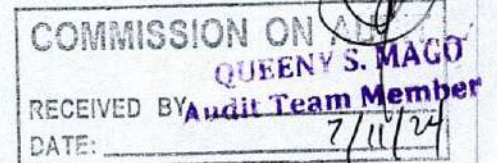
Reference: PO No: 2024-07-061

NOTICE OF AWARD

WORK HABITS TRADING

Blk 1 Lot 5B Dandelion St. Phase VI Area 8 Greenwoods
Exec Vill, Brgy. San Andres Cainta Rizal

THRU: MS. THERESA JOY P. ARANETA
Authorized Representative
Work Habits Trading



Dear Ms. Araneta,

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 and responsive bidder for the **Supply, Fabrication, and Delivery of 121 pieces of Dri-fit Polo Shirt for the CFO Team Building** (Purchase Request No. 2024-07-137 dated 04 July 2024) and you are hereby issued this Notice of Award:

CFO REQUIREMENTS	QUANTITY	TOTAL COST (VAT INCLUSIVE)
Supply, Fabrication, and Delivery of Dri-fit Polo Shirt for the CFO Team Building	121 Pieces	PHP 35,090.00

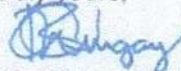
Delivery Schedule: on or before July 23, 2024

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. 2024-07-061 dated 10 July 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.**

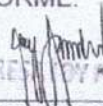
Please note that the original copy of the NOA and all copies of the Contract/PO shall be returned to the Commission on Filipinos Overseas. Failure to sign and return the documents may result in cancellation of the award.

Very truly yours,



SEC. ROMULO V. ARUGAY
Chairperson

CONFORME:


THERESE V. ARANZETA / MANAGING
PRINTED NAME / POSITION DIRECTOR


SIGNATURE

JULY 11, 2024
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 : **WORK HABITS TRADING** P.O. No. : **2024-07-061**
 Address : **Blk 1 Lot 5B Dandelion St. Phase VI Area 8 Greenwoods Exec Vill, Brgy. San Andres Cainta Rizal** Date : **10-Jul-24**
 TIN : **204-254-691-000** Mode of Procurement : **Small Value Procurement**

Gentlemen:

Place of Delivery : **21st Floor, The Upperclass Tower, Quezon Avenue, cor Sgt. Reyes St. Diliman, Quezon City** Delivery Term : **FULL SERVICES**
 Delivery schedule: **on or before July 23, 2024** Payment Term : **LDDAP-ADA**

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
	Pieces	Supply, Fabrication, and Delivery of Dri-fit Polo Shirt for the CFO Team Building	121	290.00	35,090.00
		(Per Purchase Request Nos. 2024-07-137 dated 04 July 2024)			
		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) **THIRTY-FIVE THOUSAND NINETY PESOS ONLY** **35,090.00**

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:

THERESE JOY P. ARANETA
 Signature over Printed Name of Supplier
JUL 11, 2024
 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 AUDIT
QUEEN S. MAGO
 RECEIVED BY **Audit Team Member**
 DATE: **7/11/24**