



August 27, 2024

Reference: PO No: 2024-08-086

NOTICE OF AWARD

FOOTSTEPS DIGITAL ADVERTISING SERVICES CO.
Blk 11 Lot 27 Pega Residence El Nido The Veraneo
Subdivision San Sebastian 4104 Kawit Cavite

THRU: MR. MIKE NIKKO R. TANDUGON
Authorized Representative
Footsteps Digital Advertising Services Co.

Dear **Mr. Tandugon**,

This is to inform you that the Bids and Awards Committee (BAC) of the Commission on Filipinos Overseas has found you to be the second lowest calculated and responsive bidder for the **Rental of Photobooth for BaLinkBayan Stakeholders Conference** (Purchase Request No. 2024-08-173 dated 29 July 2024) and you are hereby issued this Notice of Award:

| CFO REQUIREMENTS | QUANTITY | TOTAL COST (VAT INCLUSIVE) |
|--|----------|----------------------------|
| Rental of Photobooth for BaLinkBayan Stakeholders Conference | 1 lot | PHP 43,000.00 |

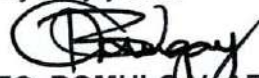
Date of the Event: 28 August 2024

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. 2024-08-086 dated 27 August 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:

PRINTED NAME / POSITION

SIGNATURE

DATE



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



August 27, 2024

NOTICE TO PROCEED

FOOTSTEPS DIGITAL ADVERTISING SERVICES CO.
Blk 11 Lot 27 Pega Residence El Nido The Veraneo
Subdivision San Sebastian 4104 Kawit Cavite

THRU: MR. MIKE NIKKO R. TANDUGON
Authorized Representative
Footsteps Digital Advertising Services Co.

Dear Mr. Tandugon,

The attached Purchase Order / Contract Agreement having been approved, notice is hereby given to **FOOTSTEPS DIGITAL ADVERTISING SERVICES CO.** Performance may commence on the contract for the following requirement under Purchase Request No. 2024-08-173 dated 29 July 2024 effective on the date of receipt of this notice:

| CFO REQUIREMENTS | QUANTITY | TOTAL COST (VAT INCLUSIVE) |
|--|----------|----------------------------|
| Rental of Photobooth for BaLinkBayan Stakeholders Conference | 1 lot | PHP 43,000.00 |

Date of the Event: 28 August 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 event 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.



Commission on Filipino Overseas

Document Code CFO-AFD-FR-PRO-002

Page No

Revision No. 0

Effective Date 15 March 2017

PURCHASE ORDER

Supplier : FOOTSTEPS DIGITAL ADVERTISING SERVICES CO.
 Address : Blk 11 Lot 27 Pega Residence El Nido The Veraneo Subdivision San Sebastian 4104 Kawit Cavite
 TIN : 607-995-153-00000

P.O. No. : 2024-08-086
 Date : 27-Aug-24
 Mode of Procurement : Small Value Procurement

Gentlemen:

Place of Event: Entrata Urban Complex, 2609 Civic Drive, Filinvest City, Alabang, Muntinlupa City
 Event Schedule: August 28, 2024

Delivery Term : FULL SERVICES
 Payment Term : LDDAP-ADA

| Stock/Property No. | Unit | Description | Quantity | Unit Cost | Amount |
|---|------|--|----------|-----------|-----------|
| | lot | Rental of Photobooth for BaLinkBayan Stakeholders Conference | 1 | 43,000.00 | 43,000.00 |
| 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 THREE THOUSAND PESOS ONLY 43,000.00

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:

Very truly yours,

 Signature over Printed Name of Supplier

 Date

SEC. ROMULO V. ARUGAY
 Chairperson

Fund Cluster : _____
 Funds Available : _____

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

CANDELARIO R. GARCIA
 Signature over Printed Name of Chief Accountant