



July 22, 2024

NOTICE TO PROCEED

ITI GLOBAL INTERNATIONAL TRADING CORP.
#309 Coastal Road Longos
Zapote V Bacoor City Cavite

THRU: MS. ERICA D. TANA
Authorized Representative
ITI Global International Trading Corp.

Dear Ms. Tana,

The attached Purchase Order / Contract Agreement having been approved, notice is hereby given to **ITI GLOBAL INTERNATIONAL TRADING CORP.** Performance may commence on the contract for the following requirement under Purchase Request No. 2024-07-134 dated 01 July 2024 effective on the date of receipt of this notice:

CFO REQUIREMENTS	QUANTITY	TOTAL COST (VAT INCLUSIVE)
Rental of Two (2) 49-Seater Bus for the conduct of CFO Team Building on July 26 to 27, 2024	2 units	PHP 87,000.00

Team Building Schedule: July 26 to 27, 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.



July 22, 2024

Reference: **PO No: 2024-07-065**

NOTICE OF AWARD

ITI GLOBAL INTERNATIONAL TRADING CORP.
#309 Coastal Road Longos
Zapote V Bacoor City Cavite

THRU: MS. ERICA D. TANA
Authorized Representative
ITI Global International Trading Corp.

Dear **Ms. Tana**,

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 **Rental of Two (2) 49-Seater Bus for the conduct of CFO Team Building on July 26 to 27, 2024** (Purchase Request No. 2024-07-134 dated 01 July 2024) and you are hereby issued this Notice of Award:

CFO REQUIREMENTS	QUANTITY	TOTAL COST (VAT INCLUSIVE)
Rental of Two (2) 49-Seater Bus for the conduct of CFO Team Building on July 26 to 27, 2024	2 units	PHP 87,000.00

Team Building Schedule: **July 26 to 27, 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. 2024-07-065 dated 22 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:

PRINTED NAME / POSITION

SIGNATURE

DATE



Commission on Filipinos Overseas

PURCHASE ORDER

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

Page No.

Revision No. **0**

Effective Date **15 March 2017**

Supplier : **ITI GLOBAL INTERNATIONAL TRADING CORP.**
Address : **#309 Coastal Road Longos Zapote V Bacoor City Cavite**
TIN : **008-580-878-000**

P.O. No. : **2024-07-065**
Date : **22-Jul-24**
Mode of Procurement : **Small Value Procurement**

Gentlemen:

Team Building Schedule: **July 26 to 27, 2024**

Delivery Term : **FULL SERVICES**

Payment Term : **LDDAP-ADA**

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	units	Rental of two (2) 49-seater Bus for the conduct of CFO Team Building on July 26 to 27, 2024 <i>(Per Purchase Request No. 2024-07-134 dated 01 July 2024)</i>	2	43,500.00	87,000.00
		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) EIGHTY SEVEN THOUSAND PESOS ONLY					87,000.00

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,

SEC. ROMULO V. ARUGAY
Chairperson

Signature over Printed Name of Supplier

Date

Fund Cluster : _____
Funds Available : _____

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

CANDELARIO R. GARCIA

Signature over Printed Name of Chief Accountant