



July 29, 2024

NOTICE TO PROCEED

OFFICEBOX ENTERPRISES

204 Arcada 5 Bldg Lopez Jaena St.
Tipolo Mandaue City Cebu

THRU: MR. RICHIEL C. ESPARCIA
Authorized Representative
Officebox Enterprises

Dear **Mr. Esparcia**,

The attached Purchase Order / Contract Agreement having been approved, notice is hereby given to **OFFICEBOX ENTERPRISES**. Performance may commence on the contract for the following requirement under Purchase Request No. 2024-07-131 dated 11 June 2024 effective on the date of receipt of this notice:

CFO REQUIREMENTS	QUANTITY	TOTAL COST (VAT INCLUSIVE)
Supply, Delivery, and Installation of One (1) unit Ceiling Suspended Inverter Air conditioner for CFO Cebu Satellite Office	1 unit	PHP 160,000.00

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.



July 29, 2024

Reference: PO No: 2024-07-064

NOTICE OF AWARD

OFFICEBOX ENTERPRISES

204 Arcada 5 Bldg Lopez Jaena St.
Tipolo Mandaue City Cebu

THRU: MR. RICHIEL C. ESPARCIA
Authorized Representative
Officebox Enterprises

Dear **Mr. Esparcia**,

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, Delivery, and Installation of One (1) unit Ceiling Suspended Inverter Air conditioner for CFO Cebu Satellite Office** (Purchase Request No. 2024-07-131 dated 11 June 2024) and you are hereby issued this Notice of Award:

CFO REQUIREMENTS	QUANTITY	TOTAL COST (VAT INCLUSIVE)
Supply, Delivery, and Installation of One (1) unit Ceiling Suspended Inverter Air conditioner for CFO Cebu Satellite Office	1 unit	PHP 160,000.00

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. 2024-07-064 dated 29 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 Filipino Overseas

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

Page No.

Revision No. **0**

Effective Date **15 March 2017**

PURCHASE ORDER

Supplier :	OFFICEBOX ENTERPRISES	P.O. No. :	2024-07-064
Address :	204 Arcada 5 Bldg Lopez Jaena St. Tipolo Mandaue City Cebu	Date :	29-Jul-24
TIN :	214-859-198-00000	Mode of Procurement :	Small Value Procurement

Gentlemen:

Delivery Address :	CFO Cebu Satellite Office, Ground Floor, K&J Building #4 Don Julio Llorente St. Capitol Site, Cebu City	Delivery Term :	FULL SERVICES
Delivery and Installation Schedule:	30 calendar days upon receipt of Purchase Order	Payment Term :	LDDAP-ADA

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
	unit	Supply, Delivery, and Installation of One (1) unit Ceiling Suspended Inverter Air conditioner for CFO Cebu Satellite Office	1	160,000.00	160,000.00
		(Per Purchase Request No. 2024-07-131 dated 11 June 2024)			
		x-x-x-x-x-x-x-x-x-x-Nothing Follows-x-x-x-x-x-x-x-x			

(Total Amount in Words) ONE HUNDRED SIXTY THOUSAND PESOS ONLY **160,000.00**

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:

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 : _____