



May 13, 2024

NOTICE TO PROCEED

YNZAL MARKETING CORPORATION
20 Scout Limbaga St. Quezon City

THRU: MR. JANE A. DUNGCA
Authorized Representative
Ynzal Marketing Corporation

Dear **Ms. Dungca**,

The attached Purchase Order / Contract Agreement having been approved, notice is hereby given to **YNZAL MARKETING CORPORATION**. Performance may commence on the contract for the following requirement under Purchase Request No. 2024-04-096 dated 29 April 2024 effective on the date of receipt of this notice:

| CFO REQUIREMENTS | QTY. | TOTAL COST (VAT INCLUSIVE) |
|-----------------------------------|-----------------|----------------------------|
| Adobe Acrobat Pro DC (Single App) | 5 subscriptions | PHP 84,500.00 |
| Adobe Creative Cloud All Apps | 3 subscriptions | PHP 220,500.00 |
| TOTAL AMOUNT | | PHP 305,000.00 |

Delivery Schedule: 7 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,

USEC. VALERY JOY A. BRION
OIC, Executive Director

I acknowledge receipt of this notice on _____ : May 17, 2024
Name of the Representative of the Bidder : Jane A. Dungca
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.



May 13, 2024

Reference: **PO No: 2024-05-032**

NOTICE OF AWARD

YNZAL MARKETING CORPORATION
20 Scout Limbaga St. Quezon City

THRU: MR. JANE A. DUNGCA
Authorized Representative
Ynzal Marketing Corporation

Dear Ms. Dungca,

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 **Renewal of Adobe Acrobat Pro DC (Single App) and Adobe Creative Cloud All Apps** (Purchase Request No. 2024-04-096 dated 29 April 2024) and you are hereby issued this Notice of Award:

| CFO REQUIREMENTS | QTY. | TOTAL COST (VAT INCLUSIVE) |
|-----------------------------------|-----------------|----------------------------|
| Adobe Acrobat Pro DC (Single App) | 5 subscriptions | PHP 84,500.00 |
| Adobe Creative Cloud All Apps | 3 subscriptions | PHP 220,500.00 |
| TOTAL AMOUNT | | PHP 305,000.00 |

Delivery Schedule: 7 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. 2024-05-032 dated 13 May 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, *


USEC. VALERY JOY A. BRION
OIC, Executive Director

CONFORME:

Jane A. Dungca
PRINTED NAME / POSITION


SIGNATURE

May 17, 2024
DATE



Commission on Filipinos Overseas

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

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PURCHASE ORDER

Revision No. **0**

Effective Date **15 March 2017**

| | | |
|-------------------|------------------------------------|--|
| Supplier : | YNZAL MARKETING CORPORATION | P.O. No. : 2024-05-032 |
| Address : | 20 Scout Limbaga St. Quezon City | Date : 13-May-24 |
| TIN : | 213-167-323-000 | Mode of Procurement : Small Value Procurement |

Gentlemen:
Please furnish this Office the following articles subject to the terms and conditions contained herein:

| | | |
|--------------------------|--|--------------------------------------|
| Office Address: | 21st Floor, The Upper Class Tower, Scout Reyes St., corner Quezon Ave., Brgy. Paligsahan, Diliman, Quezon City | Delivery Term : FULL SERVICES |
| Date of Delivery: | 7 calendar days upon receipt of Purchase Order | Payment Term : LDDAP-ADA |

| Stock/Property No. | Unit | Description | Quantity | Unit Cost | Amount |
|--|---------------|-----------------------------------|----------|-----------|------------|
| | subscriptions | Adobe Acrobat Pro DC (Single App) | 5 | 16,900.00 | 84,500.00 |
| | subscriptions | Adobe Creative Cloud All Apps | 3 | 73,500.00 | 220,500.00 |
| * Attached conditions/specifications set in the quotation are part of this Order. | | | | | |
| <i>(Per Purchase Request No. 2024-04-096 dated 29 April 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) THREE HUNDRED FIVE THOUSAND PESOS ONLY **305,000.00**

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, |
| | Jane A. Dungca | |
| | Signature over Printed Name of Supplier | USEC. VALERY JOY A. BRION |
| | May 17, 2024 | OIC/ Executive Director |
| | Date | |

| | | | |
|--------------------------|--|------------------------------|-------|
| Fund Cluster : | _____ | ORS/BURS No. : | _____ |
| Funds Available : | _____ | Date of the ORS/BURS: | _____ |
| | | Amount : | _____ |
| | CANDELARIO R. GARCIA | | |
| | Signature over Printed Name of Chief Accountant/ | | |