



June 18, 2024

**NOTICE TO PROCEED**

**SAGESOFT SOLUTIONS, INC.**  
8th-9th Floor, Jafer Place Building,  
19 Eisenhower Street, San Juan City

**THRU: MR. JEFFREY S. ALVARADO**  
Authorized Representative  
Sagesoft Solutions, Inc.

Dear **Mr. Alvarado**,

The attached Purchase Order / Contract Agreement having been approved, notice is hereby given to **SAGESOFT SOLUTIONS, INC.** Performance may commence on the contract for the following requirement under Purchase Request No. 2024-05-107 dated 08 May 2024 effective on the date of receipt of this notice:

CFO REQUIREMENTS	QTY.	TOTAL COST (VAT INCLUSIVE)
One-year cloud service subscription	1 lot	PHP 950,000.00

**Delivery Schedule: 30 calendar days upon receipt of the 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,

**SECRETARY ROMULO V. ARUGAY**  
Chairperson

I acknowledge receipt of this notice on : JUNE 19, 2024  
Name of the Representative of the Bidder : JEFFREY ALVARADO  
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.



June 18, 2024

Reference: PO No: 2024-06-042

**NOTICE OF AWARD**

**SAGESOFT SOLUTIONS, INC.**  
8<sup>th</sup>-9<sup>th</sup> Floor, Jafer Place Building,  
19 Eisenhower Street, San Juan City

**THRU: MR. JEFFREY S. ALVARADO**  
Authorized Representative  
Sagesoft Solutions, Inc.

Dear **Mr. Alvarado**,

This is to inform you that the Bids and Awards Committee (BAC) of the Commission on Filipinos Overseas has found you to be the sole bidder for the **Supply and Delivery of One year cloud service subscription** (Purchase Request No. 2024-05-107 dated 08 May 2024) and you are hereby issued this Notice of Award:

CFO REQUIREMENTS	QTY.	TOTAL COST (VAT INCLUSIVE)
One year cloud service subscription	1 lot	PHP 950,000.00

**Delivery Schedule: 30 calendar days upon receipt of Notice to Proceed**

**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. 2024-06-042 dated 06 June 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,

  
**SECRETARY ROMULO V. ARUGAY**  
Chairperson 

CONFORME:

  
JEFFREY ALVARADO / BUSINESS DEVELOPMENT SPECIALIST  
PRINTED NAME / POSITION

SIGNATURE

JUNE 19, 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 :** SAGESOFT SOLUTIONS, INC.  
**Address :** 8th-9th Floor, Jafer Place Building, 19 Eisenhower St., San Juan City  
**TIN :** 235-644-436-000

**P.O. No. :** 2024-06-042  
**Date :** 18-Jun-24  
**Mode of Procurement :** Small Value Procurement

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


**Place of Delivery :** 21st Floor, The Upper Class Tower, Scout Reyes St., cor. Quezon Ave., Brgy. Paligsahan, Diliman, Quezon City  
**Date of Delivery :** 30 calendar days upon receipt of Notice to Proceed

**Delivery Term :** FULL SERVICES  
**Payment Term :** LDDAP-ADA

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	lot	One year cloud service subscription	1	950,000.00	950,000.00
* Attached conditions/specifications set in the quotation are part of this Order. (Per Purchase Request No.2024-05-107 dated 08 May 2024) x-x-x-x-x-x-x-x-x-x-Nothing Follows-x-x-x-x-x-x-x-x-x-x					
<b>(Total Amount in Words) NINE HUNDRED FIFTY THOUSAND PESOS ONLY</b>					<b>950,000.00</b>

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:

  
**JEFFREY ALVARADO** / SAGESOFT SOLUTIONS INC.  
 Signature over Printed Name of Supplier  
JUNE 19, 2024  
 Date

Very truly yours,

  
**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/