



Commission on Filipinos Overseas

**PURCHASE ORDER**

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

Page No. **1** of 1

Revision No. **0**

Effective Date **15 March 2017**

Supplier : **AE SAMONTE MERCHANDISE**  
Address : **G/F 1128 Escoda St. Paco Manila**  
TIN : **263-884-036-000**

P.O. No. : **2023-04-027**  
Date : **13-Apr-23**  
Mode of Procurement : **Shopping**

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

Place of Delivery : **CFO- Citigold Center 1345 Pres. Quirino Ave. cor., SSH, Paco Manila**  
Date of Delivery : **25 calendar days upon receipt of the Notice to Proceed**

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

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	lot	Various Office and Janitorial Supplies	1		288,460.00
* Attached conditions/specifications set in the quotation are part of this Order. (Per Purchase Request No. 2023-04-045 dated 27 March 2023) 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) **TWO HUNDRED EIGHTY EIGHT THOUSAND FOUR HUNDRED SIXTY PESOS ONLY** 288,460.00


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  
**04-18-2023**  
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 : \_\_\_\_\_



April 13, 2023

**NOTICE TO PROCEED**

**AE SAMONTE MERCHANDISE**  
 G/F 1128 Escoda St. Paco Manila

**THRU: Mr. Allain E. Samonte**  
 Authorized Representative  
 AE SAMONTE MERCHANDISE

Dear Mr. Samonte

The attached Purchase Order / Contract Agreement having been approved, notice is hereby given to **AE SAMONTE MERCHANDISE**. Performance may commence on the contract for the following requirement under Purchase Request No. 2023-04-045 dated 27 March 2023 effective on the date of receipt of this notice:

CFO REQUIREMENT	TOTAL AMOUNT (VAT INCLUSIVE)
1 Lot Various Office and Janitorial Supplies	₱ 288,460.00

**Delivery Schedule: 25 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 accordancé 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 : 04-18-2023  
 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.



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 Citigold Center, 1345 President Quirino Avenue cor. President Osmeña Highway, Manila 1007, Philippines





April 13, 2023

Reference: PO No: 2023-04-027

### NOTICE OF AWARD

**AE SAMONTE MERCHANDISE**  
G/F 1128 Escoda St. Paco Manila

**THRU: Mr. Allain E. Samonte**  
Authorized Representative  
AE SAMONTE MERCHANDISE

Dear Mr. Samonte,

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 responsive bidder for the 1 Lot Various Office and Janitorial Supplies (Purchase Request No. 2023-04-045 dated 27 March 2023) and you are hereby issued this Notice of Award:

CFO REQUIREMENT	TOTAL AMOUNT (VAT INCLUSIVE)
1 Lot Various Office and Janitorial Supplies	₱ 288,460.00

**Delivery Schedule:** 25 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. 2023-03-022 dated 29 March 2023) 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 **2<sup>nd</sup> Floor, Administrative and Finance Division, New Golden City Builders Building, 1388 F. Icasiano St. cor. Union St. Paco, Manila.**



Tel: (+632) 552-4700 (connecting all depts.) • Fax: (+632) 561-8332

Email: [info@cfo.gov.ph](mailto:info@cfo.gov.ph) • Website: [cfo.gov.ph](http://cfo.gov.ph) • Facebook: [commissiononfilipinosoverseas](https://www.facebook.com/commissiononfilipinosoverseas)

Citigold Center, 1345 President Quirino Avenue cor. President Osmeña Highway, Manila 1007, Philippines


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:

ALAIN E. SAMONTE /   
PRINTED NAME / POSITION

  
SIGNATURE

04-18-23  
DATE