



June 13, 2023

**NOTICE TO PROCEED**

**AVID SALES CORPORATION**

CZ 280-281 2nd Flr Cyberzone North Parking Bldg  
 SM Mall of Asia Brgy 76 Pasay City

**THRU: Ms. Angelica L. Llana**  
 Authorized Representative  
 AVID SALES CORPORATION

Dear Ms. Llana,

The attached Purchase Order / Contract Agreement having been approved, notice is hereby given to **AVID SALES CORPORATION** Performance may commence on the contract for the following requirement under Purchase Request No. 2023-05-088 dated 31 May 2023 effective on the date of receipt of this notice:

CFO REQUIREMENT	TOTAL AMOUNT (VAT INCLUSIVE)
Supply, Delivery, and Testing of two (2) units Mirrorless Camera	<b>₱ 81,600.00</b>

**Delivery Schedule: 7-15 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,

**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.





June 13, 2023

Reference: PO No: 2023-06-058

### NOTICE OF AWARD

#### **AVID SALES CORPORATION**

CZ 280-281 2nd Flr Cyberzone North Parking Bldg  
SM Mall of Asia Brgy 76 Pasay City

**THRU: Ms. Angelica L. Llana**

Authorized Representative  
AVID SALES CORPORATION

Dear Ms. Llana,

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 Supply, Delivery, and Testing of two (2) units Mirrorless Camera (Purchase Request No. 2023-05-088 dated 31 May 2023) and you are hereby issued this Notice of Award:

CFO REQUIREMENT	TOTAL AMOUNT (VAT INCLUSIVE)
Supply, Delivery, and Testing of two (2) units Mirrorless Camera	₱ 81,600.00

**Delivery Schedule:** **7-15 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. 2023-06-058 dated 13 June 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.**

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

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

Page No. 1 of 1

**PURCHASE ORDER**

Revision No. **0**

Effective Date **15 March 2017**

**Supplier :** AVID SALES CORPORATION  
**Address :** CZ 280-281 2nd Flr Cyberzone North Parking Bldg/ SM Mall of Asia Brgy 76 Pasay City  
**TIN :** 004-869-216-00052

**P.O. No. :** 2023-06-058  
**Date :** 13-Jun-23  
**Mode of Procurement** svp

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 :** 7-15 calendar days upon receipt of the Purchase Order

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



Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	unit	Supply, Delivery, and Testing of two (2) units Mirrorless Camera  * Attached conditions/specifications set in the quotation are part of this Order. (Per Purchase Request No. 2023-05-088 dated 31 May 2023) x-x-x-x-x-x-x-x-x-x-Nothing Follows-x-x-x-x-x-x-x-x-x-x	2	40,800.00	81,600.00

**(Total Amount in Words)** EIGHTY ONE THOUSAND SIX HUNDRED PESOS ONLY. **81,600.00**


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,  
  
**SECRETARY 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 :** \_\_\_\_\_