



May 22, 2023

**NOTICE TO PROCEED**

**ITI GLOBAL INTERNATIONAL TRADING CORP.**  
 #309 Coastal Road Longos Zapote V Bacoor City Cavite 4102

**THRU: MS. ERICA D. TANA**  
 Authorized Representative  
 ITI Global International Trading Corp.

Dear Ms Tana,

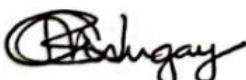
The attached Purchase Order / Contract Agreement having been approved, notice is hereby given to **ITI GLOBAL INTERNATIONAL TRADING CORP.** Performance may commence on the contract for the following requirement under Purchase Request No. 2023-05-068 dated 09 May 2023 effective on the date of receipt of this notice:

CFO REQUIREMENT	TOTAL AMOUNT (VAT INCLUSIVE)
Rental of Two (2) 49 Seater Bus for the Conduct of CFO Team Building on 26-28 May 2023	P 94,000.00

**Event Schedule: 26-28 May 2023**

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 : MAY 25, 2023  
 Name of the Representative of the Bidder : ERICA D. TANA  
 Authorized Signature : [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 22, 2023

Reference: PO No: 2023-05-052

**NOTICE OF AWARD**

**ITI GLOBAL INTERNATIONAL TRADING CORP.**  
#309 Coastal Road Longos Zapote V Bacoor City Cavite 4102

**THRU: MS. ERICA D. TANA**  
Authorized Representative  
ITI GLOBAL INTERNATIONAL TRADING CORP.

Dear Ms. Tana,

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 **Rental of Two (2) 49 Seater Bus for the Conduct of CFO Team Building on 26-28 May 2023** (Purchase Request No. 2023-05-068 dated 09 May 2023) and you are hereby issued this Notice of Award:

CFO REQUIREMENT	TOTAL AMOUNT (VAT INCLUSIVE)
<u>Rental of Two (2) 49 Seater Bus for the Conduct of CFO Team Building on 26-28 May 2023</u>	<b>₱ 94,000.00</b>

**Date of Event: 26-28 May 2023**

**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. **2023-05-052** dated **22 May 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 *ms/kl*

CONFORME:

EVILA TANA PRESIDENT  
PRINTED NAME / POSITION

*Evila Tana*  
SIGNATURE

5/25/23  
DATE





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 : **ITI GLOBAL INTERNATIONAL TRADING CORP.**  
Address : **#309 Coastal Road Longos Zapote V Bacoor City Cavite 4102**  
TIN : **008-580-878-000**

P.O. No. : **2023-05-052**  
Date : **22-May-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., 55H, Paco Manila**  
Date of Event: **May 26-28, 2023**

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

Stock/ Property No	Unit	Description	Quantity	Unit Cost	Amount
	lot	Rental of Two (2) 49 Seater Bus for the Conduct of CFO Team Building on 26-28 May 2023	2	47,000.00	94,000.00
<p>* Attached conditions/specifications set in the quotation are part of this Order. (Per Purchase Request No. 2023-05-068 dated 09 May 2023) x-x-x-x-x-x-x-x-Nothing Follows-x-x-x-x-x-x-x-x</p>					

(Total Amount in Words) **NINETY FOUR THOUSAND PESOS ONLY** 94,000.00

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:

*Enica D. Tana*  
**ENICA D. TANA**  
Signature over Printed Name of Supplier  
05/25/23  
Date

Very truly yours,

*Romulo V. Arugay*  
**SEC. ROMULO V. ARUGAY**  
Chairperson *ms*

Fund Cluster : \_\_\_\_\_  
Funds Available : \_\_\_\_\_

ORS/BURS No. : \_\_\_\_\_  
Date of the ORS/BURS: \_\_\_\_\_  
Amount : \_\_\_\_\_

*Candelario R. Garcia*  
**CANDELARIO R. GARCIA**  
Signature over Printed Name of Chief Accountant/