



May 30, 2023

NOTICE TO PROCEED

INFOWORX, INC.

384-B E. Rodriguez Sr. Ave., Brgy. Immaculate Conception Cubao Quezon City

THRU: MS. MARIVEL M. CAÑARES
 Authorized Representative
 INFOWORX, Inc.

Dear Ms. Cañares,

The attached Purchase Order / Contract Agreement having been approved, notice is hereby given to **INFOWORX, INC.** Performance may commence on the contract for the following requirement under Purchase Request No. 2023-05-056 dated 27 April 2023 effective on the date of receipt of this notice:

CFO REQUIREMENT	TOTAL AMOUNT (VAT INCLUSIVE)
<u>Supply and Delivery of A3 Multifunction Printer</u>	₱ 291,100.00

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 : JUNE 7, 2023
 Name of the Representative of the Bidder : MARIVEL M. CAÑARES
 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 30, 2023

Reference: PO No: 2023-05-051

NOTICE OF AWARD

INFOWORX, INC.

384-B E. Rodriguez Sr. Ave., Brgy. Immaculate Conception Cubao Quezon City

THRU: MS. MARIVEL M. CAÑARES

Authorized Representative
INFOWORX, Inc.

Dear Ms. Cañares,

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 and Delivery of A3 Multifunction Printer (Purchase Request No. 2023-05-056 dated 27 April 2023) and you are hereby issued this Notice of Award:

CFO REQUIREMENT	TOTAL AMOUNT (VAT INCLUSIVE)
<u>Supply and Delivery of A3 Multifunction Printer</u>	₱ 291,100.00

Delivery Schedule: 7-15 calendar days upon receipt of Notice of Award

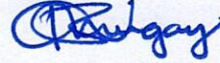
INSTRUCTIONS:

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. 2023-05-051 dated 30 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 **2nd 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,

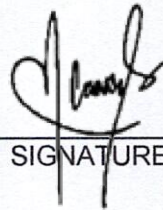


SEC. ROMULO V. ARUGAY
Chairperson

RMV

CONFORME:

MARIVEL M. CAÑARES
PRINTED NAME / POSITION



SIGNATURE

JUNE 7, 2023
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 : INFOWORX, INC.
Address : 384-B E. Rodriguez Sr. Ave., Brgy. Immaculate Conception Cubao Quezon City
TIN : 004-845-988-000

P.O. No. : 2023-05-051
Date : 30-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., SSH, Paco Manila
Date of Delivery 7-15 calendar days upon receipt of the Purchase Order

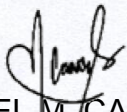
Delivery Term : FULL SERVICES
Payment Term : LDDAP-ADA

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	unit	Supply and Delivery of A3 Multifunction Printer	2	145,550.00	291,100.00
<p>* Attached conditions/specifications set in the quotation are part of this Order. (Per Purchase Request No.2023-05-056 dated 27 April 2023) x-x-x-x-x-x-x-x-x-x-Nothing Follows-x-x-x-x-x-x-x-x-x-x</p>					

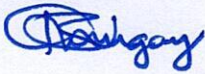

(Total Amount in Words) TWO HUNDRED NINETY ONE THOUSAND ONE HUNDRED PESOS ONLY **291,100.00**

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.

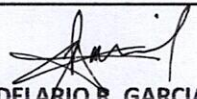
Conforme:


MARIVEL M. CAÑARES
Signature over Printed Name of Supplier
JUNE 7, 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 : _____



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**

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Address : 384-B E. Rodriguez Sr. Ave., Brgy. Immaculate Conception Cubao Quezon City
TIN : 004-845-988-000

P.O. No. : 2023-05-051
Date : 30-May-23
Mode of Procurement : SVP

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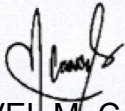
Delivery Term : FULL SERVICES
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Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
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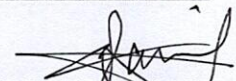
Conforme:


MARIVEL M. CAÑARES
Signature over Printed Name of Supplier
JUNE 7, 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 : _____