



October 15, 2024

**NOTICE TO PROCEED**

**MTC ADS AND GENERAL MERCHANDISE**

Unit 1-C CT Centris Bldg. Greenfields Square,  
Sindalan, San Fernando City, Pampanga

**THRU: MS. VILMA A. PASAMONTE**

Authorized Representative  
MTC Ads and General Merchandise

Dear **Ms. Pasamonte**,

The attached Purchase Order / Contract Agreement having been approved, notice is hereby given to **MTC Ads and General Merchandise**, performance may commence on the contract for the following requirement under Purchase Request No. 2024-10-198 dated 25 September 2024 effective on the date of receipt of this notice:

<b>CFO REQUIREMENTS</b>	<b>BID AMOUNT (VAT INCLUSIVE)</b>
3 pieces Tarpaulin without Stand	PHP 660.00
4 pieces Tarpaulin with Heavy Duty Stand	PHP 4,800.00
1 piece Cork Board with Metal Frame 8ftx4ft. size	PHP 6,000.00
21 pieces Acrylic Magazine Stand A4 size	PHP 31,500.00
<b>TOTAL AMOUNT</b>	<b>PHP 42,960.00</b>

**Delivery Schedule: 10-15 calendar days upon receipt of the sample**

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.



October 15, 2024

Reference: **PO No: 2024-10-108**

**NOTICE OF AWARD**

**MTC ADS AND GENERAL MERCHANDISE**

Unit 1-C CT Centris Bldg. Greenfields Square,  
Sindalan, San Fernando City, Pampanga

**THRU: MS. VILMA A. PASAMONTE**  
Authorized Representative  
MTC Ads and General Merchandise

Dear **Ms. Pasamonte**,

This is to inform you that the Bids and Awards Committee (BAC) of the Commission on Filipinos Overseas has awarded you the contract for the **Supply, Printing, and Delivery of CFO Citizen's Charter Materials** (Purchase Request No. 2024-10-198 dated 25 September 2024) and you are hereby issued this Notice of Award:

CFO REQUIREMENTS	BID AMOUNT (VAT INCLUSIVE)
3 pieces Tarpaulin without Stand	PHP 660.00
4 pieces Tarpaulin with Heavy Duty Stand	PHP 4,800.00
1 piece Cork Board with Metal Frame	PHP 6,000.00
21 pieces Acrylic Magazine Stand	PHP 31,500.00
<b>TOTAL AMOUNT</b>	<b>PHP 42,960.00</b>

**Delivery Schedule: 10-15 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. 2024-10-108 dated 15 October 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 **2<sup>1st</sup> Floor, Administrative and Finance Division, The Upper Class Tower, Quezon Avenue corner 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,

  
**SEC. ROMULO V. ARUGAY**  
Chairperson

**CONFORME:**

\_\_\_\_\_  
PRINTED NAME / POSITION

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE



Commission on Filipino Overseas

**PURCHASE ORDER**

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

Page No.

Revision No. **0**

Effective Date **15 March 2017**

Supplier : **MTC ADS AND GENERAL MERCHANDISE**  
Address : **Unit 1-C CT Centris Bldg. Greenfields Square, Sindalan, San Fernando City, Pampanga**  
TIN : **254-708-215-000**

P.O. No. : **2024-10-108**  
Date : **15-Oct-24**  
Mode of Procurement : **Small Value Procurement**

Gentlemen:

Place of Delivery : **21st Floor, The Upper Class Tower, Quezon Ave., cor. Sgt. Reyes St., Diliman, Quezon City**

Delivery Term : **FULL SERVICES**

Delivery Schedule: **10-15 calendar days upon receipt of the Notice to Proceed**

Payment Term : **LDDAP-ADA**

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
		Supply and Delivery of the following:			
	pieces	Citizen's Charter Tarpaulin without Stand	3	220.00	660.00
	pieces	Citizen's Charter Tarpaulin with Heavy Duty Stand	4	1,200.00	4,800.00
	pieces	Citizen's Charter Cork Board with Metal Frame 8ft.x4ft size	1	6,000.00	6,000.00
	pieces	Citizen's Charter Acrylic Magazine Stand A4 size	21	1,500.00	31,500.00
		(Per Purchase Request No. 2024-10-198 dated 25 September 2024 )			
		<b>x-x-x-x-x-x-x-x-x-x-Nothing Follows-x-x-x-x-x-x-x-x-x</b>			

**(Total Amount in Words) FORTY-TWO THOUSAND NINE HUNDRED SIXTY PESOS ONLY** **42,960.00**

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,

**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**

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		(Per Purchase Request No. 2024-10-198 dated 25 September 2024 )			
		<del>x-x-x-x-x-x-x-x-x-x-Nothing Follows-x-x-x-x-x-x-x-x-x-x</del>			

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Conforme:

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Signature over Printed Name of Supplier

\_\_\_\_\_  
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 :** \_\_\_\_\_