



October 17, 2024

NOTICE TO PROCEED

SUAREZ & SONS, INC.
Gunob Lapu-Lapu City

THRU: MS. BELINDA F. DELOS SANTOS
Authorized Representative
Suarez & Sons, Inc.

Dear **Ms. Delos Santos**,

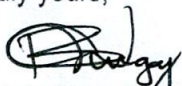
The attached Purchase Order / Contract Agreement having been approved, notice is hereby given to **Suarez & Sons, Inc.**, performance may commence on the contract for the following requirement under Purchase Request No. 2024-08-166 dated 22 July 2024 effective on the date of receipt of this notice:

CFO REQUIREMENTS	BID AMOUNT (VAT INCLUSIVE)
100 pieces Full-Sized Medallions	PHP 640,000.00
100 pieces Chest Medals	PHP 335,000.00
100 pieces Lapel Badge Pins	PHP 58,000.00
TOTAL AMOUNT	PHP 1,033,000.00

Delivery Schedule: 60 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 : October 23, 2024

Name of the Representative of the Bidder : Belinda F. Delos Santos

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.



Republic of the Philippines
Office of the President of the Philippines
COMMISSION ON FILIPINOS OVERSEAS
KOMISYON SA MGA PILIPINO SA IBAYONG DAGAT



October 16, 2024

Reference: **PO No: 2024-10-106**

NOTICE OF AWARD

SUAREZ & SONS, INC.
Gun ob Lapu-Lapu City

THRU: MS. BELINDA F. DELOS SANTOS
Authorized Representative
Suarez & Sons, Inc.

Dear **Ms. Delos Santos**

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, Fabrications and Delivery of the Gawad ng Pangulo Heraldic Devices** (Purchase Request No. 2024-08-166 dated 22 July 2024) and you are hereby issued this Notice of Award:

CFO REQUIREMENTS	BID AMOUNT (VAT INCLUSIVE)
100 pieces Full-Sized Medallions	PHP 640,000.00
100 pieces Chest Medals	PHP 335,000.00
100 pieces Lapel Badge Pins	PHP 58,000.00
TOTAL AMOUNT	PHP 1,033,000.00

Delivery Schedule: 60 calendar days upon approval of the sample

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. 2024-10-106 dated 16 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^{1st} 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:

Belinda F. Delos Santos
PRINTED NAME / POSITION

SIGNATURE

October 23, 2024
DATE



Commission on Filipinos Overseas

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

Page No.

PURCHASE ORDER

Revision No. **0**

Effective Date **15 March 2017**

Supplier : **SUAREZ & SONS, INC.**
Address : **Gun ob Lapu-Lapu City**
TIN : **000-392-095-000**

P.O. No. : **2024-10-106**
Date : **16-Oct-24**
Mode of Procurement : **Public Bidding**

Gentlemen:

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

Delivery Term : **FULL SERVICES**

Deliver Schedule: **30 calendar days upon receipt of the Purchase Order**

Payment Term : **LDDAP-ADA**

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
Supply, Fabrication and Delivery of the Gawad ng Pangulo Heraldic Devices					
	piece	100 pieces Full-Sized Medallions	100	6,400.00	640,000.00
	piece	100 pieces Chest Medals	100	3,350.00	335,000.00
	piece	100 pieces Lapel Badge Pins	100	580.00	58,000.00
<i>(Per Purchase Request No. 2024-08-166 dated 22 July 2024)</i>					
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) ONE MILLION THIRTY THREE THOUSAND PESOS ONLY **1,033,000.00**

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:

Belinda F. Delos Santos

Signature over Printed Name of Supplier

October 23, 2024

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 : _____