



October 15, 2024

Reference: PO No: 2024-10-104

NOTICE OF AWARD

JKN 4 COLORS INK TRADING OPC

Unit No. 3, 2nd Floor, 1663 Evangelista cor. Cailles St.,
Bangkal, Makati City

THRU: MR. JOHN PAUL DIANA
Authorized Representative
JKN 4 Colors Trading OPC

Dear **Mr. Diana**,

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 and Delivery of Various Inks and Cartridges** (Purchase Request No. 2024-08-178 dated 30 July 2024) and you are hereby issued this Notice of Award:

	CFO REQUIREMENTS	TOTAL COST (VAT INCLUSIVE)
Quantity	Item Description	
39 pieces	Original Ink Bottle Epson 003 (Black)	PHP 6,240.00
39 pieces	Original Ink Bottle Epson 003 (Cyan)	PHP 6,240.00
39 pieces	Original Ink Bottle Epson 003 (Magenta)	PHP 6,240.00
39 pieces	Original Ink Bottle Epson 003 (Yellow)	PHP 6,240.00
39 pieces	Original Ink Bottle Epson 008 (Black)	PHP 17,550.00
39 pieces	Original Ink Bottle Epson 008 (Cyan)	PHP 14,040.00
39 pieces	Original Ink Bottle Epson 008 (Magenta)	PHP 14,040.00
39 pieces	Original Ink Bottle Epson 008 (Yellow)	PHP 14,040.00
19 pieces	Original Ink Bottle Epson T654 (Black)	PHP 2,850.00
19 pieces	Original Ink Bottle Epson T664 (Cyan)	PHP 2,850.00
9 pieces	Canon GI-790 (Black)	PHP 1,980.00
9 pieces	Canon GI-790 (Cyan)	PHP 1,800.00
9 pieces	Canon GI-790 (Magenta)	PHP 1,800.00
9 pieces	Canon GI-790 (Yellow)	PHP 1,800.00
39 pieces	Dot Matrix Ribbon (S015632)	PHP 5,265.00
9 pieces	HP Toner Cartridge CB435A	PHP 18,000.00
29 pieces	Original Laser Toner Cartridge Black (W1107A)	PHP 63,800.00
18 pieces	HP Toner Cartridge CF276A	PHP 54,000.00
18 pieces	HP Toner Cartridge CF217A	PHP 44,640.00
18 pieces	HP Toner Cartridge CF219A	PHP 46,800.00
9 pieces	Original Ink Brother (btD60bk)	PHP 1,710.00
9 pieces	Original Ink Brother (bt5000c)	PHP 1,710.00
9 pieces	Original Ink Brother (bt5000m)	PHP 1,710.00
9 pieces	Original Ink Brother (bt5000y)	PHP 1,710.00

5 pieces	Original Ink Epson 001 (Black)	PHP 1,500.00
5 pieces	Original Ink Epson 001 (Cyan)	PHP 1,000.00
5 pieces	Original Ink Epson 001 (Magenta)	PHP 1,000.00
5 pieces	Original Ink Epson 001 (Yellow)	PHP 1,000.00
9 pieces	HP Toner Cartridge CF285A	PHP 18,000.00
TOTAL AMOUNT		PHP 359,555.00

Delivery Schedule: 20 calendar days upon receipt of the Notice to Proceed

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. 2024-10-104 dated 14 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:

JOHN PAUL DIANA
MARKETING EXECUTIVE
PRINTED NAME / POSITION

SIGNATURE

OCTOBER 19, 2024
DATE



October 16, 2024

NOTICE TO PROCEED

JKN 4 COLORS INK TRADING OPC

Unit No. 3, 2nd Floor, 1663 Evangelista cor. Cailles St.,
Bangkal, Makati City

THRU: MR. JOHN PAUL DIANA
Authorized Representative
JKN 4 Colors Trading OPC

Dear Mr. Diana,

The attached Purchase Order / Contract Agreement having been approved, notice is hereby given to **JKN 4 COLORS TRADING OPC** Performance may commence on the contract for the following requirement under Purchase Request No. 2024-08-178 dated 30 July 2024 effective on the date of receipt of this notice:

	CFO REQUIREMENTS	TOTAL COST (VAT INCLUSIVE)
Quantity	Item Description	
39 pieces	Original Ink Bottle Epson 003 (Black)	PHP 6,240.00
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18 pieces	HP Toner Cartridge CF219A	PHP 46,800.00
9 pieces	Original Ink Brother (btD60bk)	PHP 1,710.00
9 pieces	Original Ink Brother (bt5000c)	PHP 1,710.00
9 pieces	Original Ink Brother (bt5000m)	PHP 1,710.00
9 pieces	Original Ink Brother (bt5000y)	PHP 1,710.00
5 pieces	Original Ink Epson 001 (Black)	PHP 1,500.00
5 pieces	Original Ink Epson 001 (Cyan)	PHP 1,000.00
5 pieces	Original Ink Epson 001 (Magenta)	PHP 1,000.00
5 pieces	Original Ink Epson 001 (Yellow)	PHP 1,000.00
9 pieces	HP Toner Cartridge CF285A	PHP 18,000.00
TOTAL AMOUNT		PHP 359,555.00

Delivery Schedule: 20 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 : OCTOBER 18, 2024
Name of the Representative of the Bidder : JOHN PAUL DIANA
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.



Commission on Filipinos Overseas

Document Code CFO-AFD-FR-PRO-002

Page No.

PURCHASE ORDER

Revision No. 0

Effective Date 15 March 2017

Supplier : JKN 4 COLORS INK TRADING OPC
Address : Unit No. 3, 2nd Floor, 1663 Evangelista cor. Cailles St., Bangkal, Makati City

P.O. No. : 2024-10-104
Date : 14-Oct-24

TIN : 640-961-521-00000

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: 20 calendar days upon receipt of the Notice to Proceed

Payment Term : LDDAP-ADA

Table with 6 columns: Stock/Property No., Unit, Description, Quantity, Unit Cost, Amount. Lists various ink bottles and toner cartridges with their respective quantities and costs.

(Total Amount in Words) THREE HUNDRED FIFTY NINE THOUSAND FIVE HUNDRED FIFTY FIVE PESOS ONLY 359,555.00

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 of JOHN PAUL DIANA, Date OCTOBER 18, 2024

Very truly yours, SEC. ROMULO V. ARUGAY, Chairperson

Fund Cluster : Funds Available : Signature of CANDELARIO R. GARCIA, Signature over Printed Name of Chief Accountant

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