



October 08, 2024

NOTICE TO PROCEED

D.E. LINENS AND TEXTILE TRADING
604 Bato Ext. Raxabago St.,
Brgy. 150 Zone 13, Tondo, Manila

THRU: MR. MARLON H. ESPIRITU
Authorized Representative
D.E. Linens and Textile Trading

Dear Mr. Espiritu,

The attached Purchase Order / Contract Agreement having been approved, notice is hereby given to **D.E. LINENS AND TEXTILE TRADING**. Performance may commence on the contract for the following requirement under Purchase Request No. 2024-08-183 dated 22 August 2024 effective on the date of receipt of this notice:

CFO REQUIREMENTS	TOTAL COST (VAT INCLUSIVE)
Supply, Fabrication and Delivery of 400 pieces PAFIOO Polo Shirt.	PHP 190,000.00
Supply, Fabrication and Delivery of 350 pieces PAFIOO Tote Bag	PHP 72,800.00
TOTAL AMOUNT	PHP 262,800.00

Delivery Schedule: 45 calendar days upon approval 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 event 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 :

MARLON H. ESPIRITU
SOLE PROPRIETOR

21 OCT 2024

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 08, 2024

Reference: PO No: 2024-10-098

NOTICE OF AWARD

D.E. LINENS AND TEXTILE TRADING
604 Bato Ext. Raxabago St.,
Brgy. 150 Zone 13, Tondo, Manila

THRU: MR. MARLON H. ESPIRITU
Authorized Representative
D.E. Linens and Textile Trading

Dear Mr. Espiritu,

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, Fabrication and Delivery of the Presidential Awards for Filipino Individuals and Organizations Overseas (PAFIOO) Polo Shirt and Tote Bag (Purchase Request No. 2024-08-183 dated 22 August 2024) and you are hereby issued this Notice of Award:

CFO REQUIREMENTS	TOTAL COST (VAT INCLUSIVE)
Supply, Fabrication and Delivery of 400 pieces PAFIOO Polo Shirt	PHP 190,000.00
Supply, Fabrication and Delivery of 350 pieces PAFIOO Tote Bag	PHP 72,800.00
TOTAL AMOUNT	PHP 262,800.00

Delivery Schedule: 45 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. 2024-10-098 dated 08 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 cor, Sct. 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: 
MARLON H. ESPIRITU
SOLE PROPRIETOR

PRINTED NAME / POSITION



SIGNATURE

21 OCT 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 : **D.E. LINENS AND TEXTILE TRADING**
Address : **604 Bato Ext Raxabago St., Brgy. 150 Zone 13 Tondo, Manila**
TIN : **260-562-542-00000**

P.O. No. : **2024-10-098**
Date : **8-Oct-24**
Mode of Procurement : **Small Value Procurement**

Gentlemen:

Place of Delivery : **21st Floor, The Upper Class Tower, Quezon Ave., cor. Sct. Reyes St., Dilliman, Quezon City**
Delivery Schedule: **45 calendar days upon approval of the sample**


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

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
		Supply, Fabrication and Delivery of Presidential Awards for Filipino Individuals and Organizations Overseas (PAFIOO) Polo Shirt and Tote Bag			
	pieces	Polo Shirt	400	475.00	190,000.00
	pieces	Tote Bag	350	208.00	72,800.00
		(Per Purchase Request No. 2024-08-183 dated 22 August 2024)			
		x-x-x-x-x-x-x-x-x-x-Nothing Follows-x-x-x-x-x-x-x-x			

(Total Amount in Words) TWO HUNDRED SIXTY TWO THOUSAND EIGHT HUNDRED PESOS ONLY **262,800.00**

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:


MARLON H. ESPIRITU
SOLE PROPRIETOR

Signature over Printed Name of Supplier

21 OCT 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 : _____