



November 7, 2024

**NOTICE TO PROCEED**

**ARCOBALENO OFFICE SUPPLIES AND EQUIPMENT TRADING**

Bypass Access Road Parulan  
3004 Plaridel Bulacan

**THRU: MS. AIMEE B. VARONA**

Authorized Representative  
Arcobaleno Office Supplies and Equipment Trading

Dear **Ms. Varona,**

The attached Purchase Order / Contract Agreement having been approved, notice is hereby given to **ARCOBALENO OFFICE SUPPLIES AND EQUIPMENT TRADING**. Performance may commence on the contract for the following requirement under Purchase Request No. 2024-10-193 dated 24 September 2024 effective on the date of receipt of this notice:

CFO REQUIREMENTS	QUANTITY	TOTAL COST (VAT INCLUSIVE)
Supply, Fabrication, and Delivery of Plaques	46 pieces	PHP 91,080.00

**Delivery Schedule: 30 calendar days upon approval of the sample product**

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. DANTE FRANCIS M. ANG II**  
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.



November 7, 2024

Reference: **PO No: 2024-11-115**

**NOTICE OF AWARD**

**ARCOBALENO OFFICE SUPPLIES AND EQUIPMENT TRADING**  
Bypass Access Road Parulan  
3004 Plaridel Bulacan

**THRU: MS. AIMEE B. VARONA**  
Authorized Representative  
Arcobaleno Office Supplies and Equipment Trading

Dear **Ms. Varona,**

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 and responsive bidder for the **Supply, Fabrication, and Delivery of Plaques** (Purchase Request No. 2024-10-193 dated 24 September 2024) and you are hereby issued this Notice of Award:

CFO REQUIREMENTS	QUANTITY	TOTAL COST (VAT INCLUSIVE)
Supply, Fabrication, and Delivery of Plaques	46 pieces	PHP 91,080.00

**Delivery Schedule: 30 calendar days upon approval of the sample product**

**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. 2024-11-115 dated 7 November 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 **The Upper Class Tower, Quezon Avenue cor. 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. DANTE FRANCIS M. ANG II**  
Chairperson

CONFORME:

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

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE



Commission on Filipinos Overseas

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

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**PURCHASE ORDER**

Revision No. **0**

Effective Date **15 March 2017**

Supplier : **ARCOBALENO OFFICE SUPPLIES AND EQUIPMENT TRADING**

Address : **Bypass Access Road Parulan 3004 Plaridel Bulacan**

TIN : **642-658-638-00000**

P.O. No. : **2024-11-115**

Date : **7-Nov-24**

Mode of Procurement : **Small Value Procurement**

Gentlemen:  
Please furnish this Office the following articles subject to the terms and conditions contained herein:

Office Address: **21st Floor, The Upper Class Tower, Scout Reyes St., corner Quezon Ave., Brgy. Paligsahan, Diliman, Quezon City**

Delivery Term : **FULL SERVICES**

Date of Delivery: **30 calendar days upon approval of the sample**

Payment Term : **LDDAP-ADA**

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	Pieces	Supply, Fabrication, and Delivery of Plaques	46	1,980.00	91,080.00
* Attached conditions/specifications set in the quotation are part of this Order.					
(Per Purchase Request No.2024-10-193 dated 24 September 2024)					
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) NINETY ONE THOUSAND EIGHTY PESOS ONLY** **91,080.00**

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,

**S.C. DANTE FRANCIS M. ANG II**  
Chairperson

Fund Cluster : \_\_\_\_\_

Funds Available : \_\_\_\_\_

**CANDELARIO R. GARCIA**

Signature over Printed Name of Chief Accountant/

ORS/BURS No. : \_\_\_\_\_

Date of the ORS/BURS: \_\_\_\_\_

Amount : \_\_\_\_\_