



December 05, 2024

NOTICE TO PROCEED

METRO RETAIL GROUP, INC.
Marcos Highway cor. JP Rizal Dela Paz
Pasig City

THRU: MR. RONNIE M. CONDE
Authorized Representative
Metro Retail Group, Inc.

Dear Mr. Conde,

The attached Purchase Order / Contract Agreement having been approved; notice is hereby given to **METRO RETAIL GROUP, INC.** Performance may commence on the contract for the following requirement under Purchase Request No. 2024-11-214 dated 28 October 2024 effective on the date of receipt of this notice:

CFO REQUIREMENTS	TOTAL COST (VAT Inclusive)
Supply and Delivery of 135 Christmas Baskets for the Commission on Filipinos Overseas *125 baskets to be delivered to the CFO Main Office *5 baskets to be delivered to the CFO Davao Office *5 baskets to be delivered to the CFO Cebu Office	. PHP 939,060.00

Delivery Address:

CFO Main Office: 21st Floor, The Upper Class Tower, Scout Reyes St., cor. Quezon Ave., Brgy. Paligsahan, Diliman, Quezon City

CFO Cebu Office: Ground Floor, K&J Building, #4 Don Julio Llorente St., Capitol Site, Cebu City

CFO Davao Office: Walters Building, Ecoland-Sandawa Crossing, Quimpo Boulevard, Brgy. Bucana, Davao City


Delivery Schedule: Within 10 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 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. DANTE FRANCIS M. ANG II
Chairperson

I acknowledge receipt of this notice on
Name of the Representative of the Bidder :
Authorized Signature :


RONNIE M. CONDE
NORTH LUZON AREA
MANAGER

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.



December 05, 2024

Reference: **PO No: 2024-11-133**

NOTICE OF AWARD

METRO RETAIL GROUP, INC.
Marcos Highway cor. JP Rizal Dela Paz
Pasig City

THRU: MR. RONNIE M. CONDE
Authorized Representative
Metro Retail Group, Inc.

Dear **Mr. Conde**,

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 Christmas Baskets for the Commission on Filipinos Overseas** (Purchase Request No. 2024-11-214 dated 28 October 2024) and you are hereby issued this Notice of Award:

CFO REQUIREMENTS	TOTAL COST (VAT Inclusive)
Supply and Delivery of 135 Christmas Baskets for the Commission on Filipinos Overseas *125 baskets to be delivered to the CFO Main Office *5 baskets to be delivered to the CFO Davao Office *5 baskets to be delivered to the CFO Cebu Office	PHP 939,060.00

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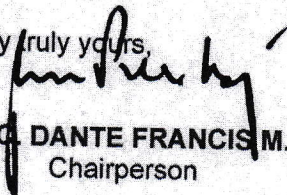
Delivery Schedule: Within 10 calendar days upon receipt of the Notice to Proceed

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. 2024-11-133 dated 04 December 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, Sgt. 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:


RONNIE M. CONDE
NORTH LUZON AREA

MANAGER
PRINTED NAME / POSITION

SIGNATURE

DATE



Commission on Filipinos Overseas

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

Page No.

Revision No. **0**

Effective Date **15 March 2017**

PURCHASE ORDER

Supplier : **METRO RETAIL GROUP, INC.**
 Address : **Marcos Highway cor. JP Rizal Dela Paz Pasig City**
 TIN : **226-527-915-00048**

P.O. No. : **2024-11-133**
 Date : **4-Dec-24**
 Mode of Procurement : **Small Value Procurement**

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

Delivery Address: **CFO Main Office: 21st Floor, The Upper Class Tower, Scout Reyes St., cor. Quezon Ave., Brgy. Paligsahan, Diliman, Quezon City**
CFO Cebu Office: Ground Floor, K&J Building, #4 Don Julio Llorente St., Capitol Site, Cebu City
CFO Davao Office: Walters Building, Ecoland-Sandawa Crossing, Quimpo Boulevard, Brgy. Bucana, Davao City

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


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

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
		Supply and Delivery of Christmas Baskets for the Commission on Filipinos Overseas			
sack		Sinandomeng Rice (25 Kilograms)	135	1,500.00	202,500.00
pc		Ham (1 Kilogram)	135	605.00	81,675.00
can		Canned, Precooked Ham, Original flavor	270	208.00	56,160.00
can		(340 grams)	135	182.00	24,570.00
can		Canned, Corned beef, Ranch flavor	135	202.00	27,270.00
pack		(380 grams)	135	89.00	12,015.00
can		Canned, Corned beef, Garlic & Chili flavor	270	88.00	23,760.00
pack		(380 grams)	405	69.00	27,945.00
btl		White Sugar (1 kilogram)	135	349.00	47,115.00
pack		Fruit Cocktail (836 grams)	135	144.00	19,440.00
pack		All Purpose Cream (250ml)	270	110.00	29,700.00
pack		Mayonnaise (700ml)	270	97.00	26,190.00
pack		Cheese (430 grams)	135	127.00	17,145.00
pack		Spaghetti Pasta (900 grams)	270	175.00	47,250.00
pack		Spaghetti Sauce (900 grams)	270	103.00	27,810.00
tetra		Elbow Macaroni Pasta (1 kilogram)	135	103.00	13,905.00
pack		Instant Coffee, Classic flavor (185 grams)	135	209.00	28,215.00
pack		Coffee creamer (400 grams)	270	41.75	11,272.50
pack		Pineapple Juice (1 Liter)	135	297.00	40,095.00
can		Hotdog, Jumbo (1 Kilograms)	135	68.00	9,180.00
pack		Graham Crackers (210 grams)	135	38.00	5,130.00
pack		Chocolate Malt Powder (1 Kilogram)	135	220.00	29,700.00
btl		Condensed Milk (290ml)	135	520.00	70,200.00
pack		Pancit Bihon (500 grams)	135	390.50	52,717.50
pc		Powdered Milk (680 grams)	135	60.00	8,100.00

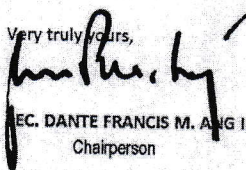
Note:
125 baskets to be delivered to the CFO Main Office
5 baskets to be delivered to the CFO Davao Office
5 baskets to be delivered to the CFO Cebu Office
 * Attached conditions/specifications set in the quotation are part of this Order.
 (Per Purchase Request No. 2024-11-214 dated 28 October 2024)

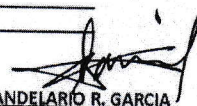
(Total Amount in Words) ONE HUNDRED SIX THOUSAND FOUR HUNDRED PESOS ONLY 939,060.00

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:

RONNIE M. CONDE
NORTH LUZON AREA
MANAGER-MRSGI
 Signature over Printed Name of Supplier

 Date

Very truly yours,

EC. 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 : _____



Commission on Filipinos Overseas

Document Code CFO-AFD-FR-PRO-002

Page No.

PURCHASE ORDER

Revision No. 0

Effective Date 15 March 2017

Supplier : METRO RETAIL GROUP, INC.
Address : Marcos Highway cor. JP Rizal Dela Paz Pasig City
TIN : 226-527-915-00048

P.O. No. : 2024-11-133
Date : 4-Dec-24
Mode of Procurement : Small Value Procurement

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Delivery Schedule: within 10 calendar days upon receipt of the Notice to Proceed

Delivery Term : FULL SERVICES

Payment Term : LDDAP-ADA

Table with 6 columns: Stock/Property No., Unit, Description, Quantity, Unit Cost, Amount. Lists various food items like Sinandomeng Rice, Ham, Canned Ham, etc.

Note: 125 baskets to be delivered to the CFO Main Office
5 baskets to be delivered to the CFO Davao Office
5 baskets to be delivered to the CFO Cebu Office

* Attached conditions/specifications set in the quotation are part of this Order.
(Per Purchase Request No. 2024-11-214 dated 28 October 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) ONE HUNDRED SIX THOUSAND FOUR HUNDRED PESOS ONLY 939,060.00

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Conforme:

RONNIE M. CONDE
NORTH LUZON AREA
MANAGER-MRSGI

Signature over Printed Name of Supplier

Date

Very truly yours,

S.C. DANTE FRANCIS M. ANS 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 :