

Republic of the Philippines
Office of the President



Bases Conversion and Development Authority

29 April 2013

MR. CRISPIN DELA CRUZ, JR.
Account Representative
ADVANCE COMPUTER FORMS, INC.
Brgy. 163 Zone 14, M. Bartolome St.
Sta Caloocan

Subject: **NOTICE OF AWARD**
Solicitation/Reference No: BCDA-2013-1816 / 2213084
Supply and delivery of Official Receipt (OR)

Dear **Sir/Madam:**

We are pleased to notify you that the contract for the **Supply and delivery of Official Receipt (OR)** is hereby awarded to **ADVANCE COMPUTER FORMS, INC.** having adjudged its bid as the Lowest Calculated & Responsive Bid at a contract price amounting to **PESOS: ONE HUNDRED SIXTY-TWO THOUSAND & 00/100 (P162,000.00)**, inclusive of all applicable taxes and fees.

You are therefore required, within ten (10) calendar days from receipt of this Notice of Award to formally enter into contract with BCDA through a **Purchase Order**. Failure to enter into the said contract shall constitute a sufficient ground for the cancellation of this Award.

Thank you.

Very truly yours,


ELEANOR L. ADIENZA
Vice President for Corporate Services Group

DIREKSI UNIT EKSPANSI PASAR DAN PELAYANAN KUSTOMER
 2/F Bonifacio Technology Center, 31st Street Crescent Park West
 Bonifacio Global City, 1634 Taguig City
 VAT Reg. TIN 002-219-694-000
PURCHASE ORDER

To: Crispin

4/30

To: ADVANCE COMPUTER FORMS, INC.	Vendor Number	60060
	PO Number	4900000596
Brgy 163 Zone 14, M. Bartolome St. Sta Calocan Attention: CRISPIN R. DELA CRUZ, JR. Tel No.: 330-2084 Fax No: 453-4900 TIN: 002925923000	PO Date	29 April 2013
	Terms of Payment	Within 30 days Due net
	Mode of Procurement	Negotiated Procurement
Place of Delivery:	Date of Delivery:	
1/F Bonifacio Technology Center, 31st Street Bonifacio Global City, Taguig City Tel No.: 575-1700 Loc.: 1782/1784 Fax No.: 816-1030	Within THIRTY (30) calendar days after date of receipt thereof.	

NO.	MATERIAL NUMBER AND DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
00010	100688 OFFICIAL RECEIPT, BCDA . Single Color with BCDA logo, (black) . 3 copies per number . 50 sets per pad/booklet . Pre-numbered (start series from 280,001) . Carbonless-White, Yellow and Green . Size: 8-1/2 x 5-1/2 (in)	4,000	PAD	36.17	144,680.00

nothing follows

Sub-Total 144,680.00
 Plus: VAT 17,361.60

TOTAL (Inclusive of VAT):

Php 162,041.60

IN WORDS: ONE HUNDRED SIXTY-TWO THOUSAND FORTY-ONE AND 60/100 ONLY

pls invoice this amt → P162,000.00 only

Requisitioning Office/Dept:
 Treasury and Investment Dept.

Reference SAP PR Number: 50000001

Terms and Conditions:

This Purchase Order (PO) shall be governed by the General Terms and Conditions printed at the back hereof.

Notes: Please attach the original copy of this order together with your DELIVERY RECEIPT and SALES INVOICE in triplicate.

This is a system generated document, BCDA Officer's signature is not required.

Conforme:

CRISPIN DELA CRUZ JR / 5-6-13

Signature/Date

BASES CONVERSION AND DEVELOPMENT AUTHORITY
 2/F Bonifacio Technology Center, 31st Street, Crescent Park West
 Bonifacio Global City, 1634 Taguig City
 VAT Reg. TIN 002-215-694-000

PURCHASE ORDER

To: ADVANCE COMPUTER FORMS, INC.	Vendor Number PC Number	60060 4900000596
Atty/632 Zonal 4, M. B. Anolona St. Sta. Calococan	PO Date	29 April 2013
Attention: CRISPIN R. DELA CRUZ, JR. Tel No: 330-2084 TIN: 002925923000	Terms of Payment	Within 30 days Due-net
	Mode of Procurement	Negotiated Procurement
Place of Delivery:	Date of Delivery:	
2/F Bonifacio Technology Center, 31st Street Bonifacio Global City, Taguig City Tel No: 375-1700 Loc: 17820784 Fax No: 816 1038	Within THIRTY (30) calendar days after date of receipt thereof.	

I hereby certify that I am the authorized representative of the company and that by affixing my signature, I shall bind the company I am representing to the terms and conditions of the PO, including its General Terms and Conditions printed at the back of the PO and all applicable provisions of RA9184. I further certify that the above prices, which were quoted in the Request for Quotation (RFQ), are inclusive of all taxes, freight, insurance and all other incidental expenses necessary for its delivery within Metro Manila.

CONFORMS:

[Signature]
 CRISPIN DELA CRUZ JR / 5-6-13

Printed Name and Signature of Authorized Representative

Received copy of P.O. on

4/30/13

(The Supplier shall sign and return the acknowledgment copy to BCDA-Procurement or through fax within five (5) working days after issuance.)



Bases Conversion and Development Authority

NOTICE TO PROCEED

30 April 2013

MR. CRISPIN DELA CRUZ, JR.
Account Representative
ADVANCE COMPUTER FORMS, INC.
Brgy. 163 zone 14, M. Bartolome St.
Caloocan City

Dear **Mr. Dela Cruz:**

The attached Purchase Order (PO) No. 4900000596 having been approved, notice is hereby given to **ADVANCE COMPUTER FORMS, INC.** to proceed in undertaking the Supply and Delivery of Official Receipt (OR), pursuant to the said PO, within thirty (30) calendar days after receipt of this notice.

Upon receipt of this notice, you shall be responsible to perform the services under the terms and conditions of the Purchase Order.

Very truly yours,


ELEANOR L. ATIENZA
Vice/President for Corporate Services Group