



Bases Conversion and Development Authority

15 February 2013

MR. CRISPIN R. 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-2013-1781 / 2114255
2,000 pad/booklets of BCDA Official Receipt (OR)

Dear **Mr.Dela Cruz:**

We are pleased to notify you that the contract for the **Supply and delivery of 2,000 pad/booklets of BCDA 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: EIGHTY-FIVE THOUSAND FIVE HUNDRED & 80/100 (P85,500.80)**, 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. ATIENZA
Vice President for Corporate Services Group



Bases Conversion and Development Authority

NOTICE TO PROCEED

20 February 2013

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

Dear **Mr. Dela Cruz**:

The attached Purchase Order (PO) No. 4900000508 having been approved, notice is hereby given to **ADVANCE COMPUTER FORMS, INC.** to proceed in undertaking the **Supply and delivery** of 2,000 pad/booklets of BCDA Official Receipt (OR) as per the said PO, within thirty (30) calendar days after the receipt of this notice.

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

Very truly yours,


ELEANOR L. ATIENZA
Vice President for Corporate Services Group

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To: Mr. dela Cruz

2/20

Republic of the Philippines
Office of the President
BASES CONVERSION AND DEVELOPMENT AUTHORITY
 2/F Bonifacio Technology Center, 31st Street Crescent Park West
 Bonifacio Global City, 1634 Taguig City
 VAT Reg. TIN 002-219-694-000
PURCHASE ORDER

To: ADVANCE COMPUTER FORMS, INC.		Vendor Number	60060		
		PO Number	4900000508		
Brgy163Zone14, M. Bartolome St. Sta Caloocan		PO Date	15 February 2013		
Attention: CRISPIN R. DELA CRUZ, JR.		Terms of Payment	Within 30 days Due net		
TIN: 002925923000		Mode of Procurement	Negotiated Procurement - SVP		
Place of Delivery:		Date of Delivery:			
2/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 pads Pre-numbered (start series from 180001) Carbonless-white,yellow and green Size: 8-1/2 x 5-1/2	2,000	PAD	38.17	76,340.00
nothing follows				Sub-Total	76,340.00
				Plus: VAT	9,160.80

TOTAL (Inclusive of VAT): Php 85,500.80

PESOS: EIGHTY-FIVE THOUSAND FIVE HUNDRED AND 80/100 ONLY Pls invoice this amt → ₱ 85,500.00

Requisitioning Office/Dept:
TREASURY

Reference SAP PR Number: 50000686

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

Note: 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: Chris R. Dela Cruz Jr.
 Printed Name / Sign / Date

Republic of the Philippines

Office of the President

BASES CONVERSION AND DEVELOPMENT AUTHORITY
2/F Bonifacio Technology Center, 31st Street Crescent Park West
Bonifacio Global City, 1634 Taguig City
VAT Reg. TIN 002-219-694-000
PURCHASE ORDER

to: Mr. dela Cruz

2/20

To: ADVANCE COMPUTER FORMS, INC.	Vendor Number PO Number	60060 4900000508
Brgy163Zone14, M. Bartolome St. Sta Caloocan Attention: CRISPIN R. DELA CRUZ, JR. Tel No: 330-2084 TIN: 002925923000 Fax No: 453-4900	PO Date	15 February 2013
	Terms of Payment	Within 30 days Due net
	Mode of Procurement	Negotiated Procurement - SVP
Place of Delivery:	Date of Delivery:	
2/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.	

I hereby certify that I am the authorized representative of the company and that by affixing my signature, it 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.

CONFORME:

[Handwritten Signature]
 CRISPIN R. DELA CRUZ, JR.
 Printed Name and Signature of Authorized Representative

Received copy of P.O. on 2/20/13

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

PLS REFAX TO 8161030