



# NOTICE OF AWARD

PROJECT NO. : CGSD-23-OE-0426  
END USER : CITY GENERAL SERVICES DEPARTMENT  
PROJECT TITLE : PROCUREMENT OF DIGITAL PRINTING MACHINE

Notice is hereby given to COPYLANDIA OFFICE SYSTEMS CORPORATION with business address located at 718 Sgt. Bumatay Street, Mandaluyong City, that its bid offer for the above mentioned project in the amount of One Million Four Hundred Ninety Thousand Pesos Only **1,490,000.00** has been accepted for having successfully satisfied all the requirements and conditions prescribed by the Quezon City Government through the Quezon City Bids and Awards Committee - Goods (QC - BAC - Goods and Services). Prior to formally entering into contract and to guarantee faithful completion of the project, the Performance Security payable to the Quezon City Government must be posted within a non-extendable period of ten (10) calendar days from receipt of this Notice, in any of the following forms with the corresponding required amount:

Form of Performance Security		Amount of Performance Security (Equal to Percentage of the Total Contract Price)
a	Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Five Percent (5%)
b	Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	
c	Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty Percent (30%)
d	Any combination of the foregoing.	Proportionate to share of form with respect to total amount of security

The Quezon City Government shall likewise enter into Contract within the same non-extendable ten (10) day Period PROVIDED that the Performance Security and/ or other documentary requirements are complied with. Failure of your office to post the Performance Security and sign the contract within the same ten (10) day period shall result in the following:

1. Forfeiture of the bid security.
2. Disqualification from participating in the bidding at hand.
3. Upon conviction, the relevant officers or individuals will suffer the penalty of imprisonment of not less than six years and 1 day and not more than fifteen years; and
4. Upon determination of administrative liability, through blacklisting proceedings.. it will suffer corresponding penalty of suspension.

Signed this \_\_\_\_\_ of OCT 10 2023, Quezon City, Metro Manila

**MA. JOSEFINA G. BELMONTE**  
City Mayor

## ACKNOWLEDGEMENT RECEIPT AND CONFORME

MARY JANE B. GARCIA  
Signature Over Printed Name

09.11.2023  
Date

COPYLANDIA OFFICE SYSTEMS CORPORATION

Authorized Representative  
Official Designation

8535-8535

Telephone Number

002-332-000-000

TIN Number