



# NOTICE OF AWARD

**PROJECT NO.** : OCM(PDAO)-23-OESC-1361E  
**END USER** : OFFICE OF THE CITY MAYOR (PERSON WITH DISABILITY AFFAIRS OFFICE)  
**PROJECT TITLE** : PROCUREMENT OF MASTER ROLL AND INK CARTRIDGE

Notice is hereby given to COPYLANDIA OFFICE SYSTEMS CORPORATION with business address located at 718 Sgt. Bumatay St. Plainview, Mandaluyong City, that its bid offer for the above mentioned project in the amount of One Hundred Forty-Three Thousand Four Hundred Sixty Pesos and 00/100 Only **143,460.00** 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:

<b>Form of Performance Security</b>		<b>Amount of Performance Security (Equal to Percentage of the Total Contract Price)</b>
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 **DEC 04 2023**, Quezon City, Metro Manila

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

### ACKNOWLEDGEMENT RECEIPT AND CONFORME

MARY JANE B. GARCIA 12/05/23  
 Signature Over Printed Name Date  
**COPYLANDIA OFFICE SYSTEMS CORPORATION**

\_\_\_\_\_  
 Authorized Representative  
 Official Designation  
**0917-556-8525**  
 Telephone Number

**002-332-000-000**  
 TIN Number