



Republic of the Philippines  
Department of Agriculture  
**BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING (BAFE)**  
Sugar Center, Annex II Building Extension, North Avenue, Diliman, Quezon City  
Tel Nos. (02) 8351-8120, 8294-9741  
Email add: [bafe@da.gov.ph](mailto:bafe@da.gov.ph)

AFD-PROC-NOA-2023-01-002

January 30, 2023

## NOTICE OF AWARD

### OTUS COPY SYSTEMS, INC.

10/F MG Tower, 75 Shaw Blvd., Mandaluyong City  
(02)8631-9454 Loc. 104/105 / 0977-0629636  
[clairebalaguer@yahoo.com](mailto:clairebalaguer@yahoo.com)

Attention: **MS. CLAIRE B. JOSEPH**  
Project Support Officer

Gentleman:

With reference to your proposal, we are pleased to confirm the award of the contract for the **LEASE OF PHOTOCOPYING MACHINE FOR THE BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING (BAFE) FOR CY 2023** under **PURCHASE REQUEST NO. 23-015** in the amount of **SIXTY-FIVE THOUSAND SIXTY-FIVE PESOS (PHP 65,065.00)**, inclusive of VAT, to wit:

Item Description	Total Cost
<b>LEASE OF PHOTOCOPYING MACHINE FOR THE BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING (BAFE) FOR CY 2023</b>	65,065.00
<b>TOTAL COST</b>	<b>PhP 65,065.00</b>

Kindly coordinate with the BAC-Secretariat for the processing/release of the **Work Order**.

Upon the receipt of the approved Work Order, please be advised that you are given three (3) days to confirm the said contract by signing in the "**Conforme**". Otherwise, your non-concurrence within the prescribed period will mean the cancellation of the aforementioned contract.

Thank you.

Very truly yours,

**ENGR. ARIODEAR C. RICO**  
Director IV

CONFORME:

**CLAIRE B. JOSEPH**

Signature over Printed Name

Date Received: **JANUARY 31, 2023**  
Name of Bank (Branch): **LAND BANK OF THE PHILS.**  
Account Name: **0561-0886-59 (SAVINGS)**  
Account Number: **OTUS COPY SYSTEMS, INC.**