



Republic of the Philippines
BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING
 SRA Compound, Annex II Building Ext.
 North Avenue, Diliman, Quezon City
 (02) 8351-8120, (02) 8294-9741

AFD-PROC-NOA-2024-01-002

January 31, 2024

NOTICE OF AWARD

OTUS COPY SYSTEMS, INC
 10/F MG Tower, 75 Shaw Blvd., Mandaluyong City
 clairebalaguer@yahoo.com

Attention: MS. CLAIRE B. JOSEPH
 Sales Manager

Gentleman:

With reference to your proposal, we are pleased to confirm the award of the contract for the **LEASE OF PHOTOCOPIING MACHINE FOR THE BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING (BAFE) FOR CY 2024** under **PURCHASE REQUEST ACTION SLIP (PRAS) NO. 24-022** in the amount of **One Hundred Three Thousand Nine Hundred Fifty Pesos (PhP 103,950.00)** inclusive of VAT, to wit:

Item Description	Total Cost
Lease of Photocopying Machine (3 units x 11 months x 4,500 pages)	PhP 103,950.00
TOTAL COST	PhP 103,950.00


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, 2024**
 Name of Bank (Branch): **LAND BANK OF THE PHILS**
 Account Name: **OTUS COPY SYSTEMS, INC.**
 Account Number: **0561-0886-59 (SAVINGS)**