



NOTICE OF AWARD

Ms. CLAIRE B. JOSEPH

Authorized Representative

Otus Copy System, Inc.

10th Floor MG Tower, No. 75 Shaw Blvd.

Brgy. Daang-Bakal, Mandaluyong City

Dear **Ms. Joseph:**

We are pleased to inform you that your bid dated March 24, 2022 for the execution of the contract for **SUPPLY AND DELIVERY OF INKS AND CARTRIDGES FOR CY 2022- IB NO.: BSWM 2022-02-013** under General Appropriations Act for CY 2022, with a Contract Price equivalent to **Fifty-Five Thousand Three Hundred Twenty-Four Pesos (Php 55,324.00)** undertaken through Public Bidding has been determined as the **Lowest Calculated and Responsive Bid (LCRB)**, therefore being accepted.

Below are the items awarded to your good office, to be delivered to BSWM Central Office, Diliman, Quezon City.

Item No.	Item	Quantity	Unit Cost	Total
16	Epson Ink Cartridge/Bottle #008 Black Printer Model: EPSON L15150 A3	10	795.00	7,950.00
46	RIBBON CARTRIDGE, Epson LQ-310, Black, S015639	12	125.00	1,500.00
47	Toner for Fuji copier, Apeos-PORT IV 3065	4	4,224.00	16,896.00
48	Drum for Fuji copier, Apeos-PORT IV 3065	2	14,489.00	28,978.00
	TOTAL:			55,324.00

You are hereby required to **provide within ten (10) calendar days** from the receipt of this notice, a **Performance Security** in the form and amount stipulated below and the **signed Contract Agreement**. The Performance Security shall be denominated in Philippine Pesos and posted in favor of the Procuring Entity in an amount not less than the required percentage of the total contract price in accordance with the following schedule:

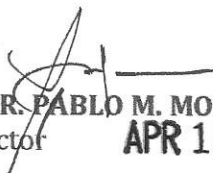
Form of Performance Security	Amount of Performance Security (Not less than the Percentage of the Total Contract Price)
(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Five percent (5%)
(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	Five percent (5%)
(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance	Thirty percent (30%)



Commission as authorized to issue such security. Together with the surety bond, a copy of a valid Certification from Insurance Commission must be submitted by the bidder which must state that the surety or the insurance company is specifically authorized to issue surety bond.

Failure to provide and comply the above-mentioned requirement shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security.

Very truly yours,


ENGR. PABLO M. MONTALLA
Director **APR 12 2022**

I acknowledge receipt of this Notice on:

Name of the Representative of the Bidder:

Authorized Signature:

