



NOTICE OF AWARD

MARIFE BARCALA LOYOLA

Cover and Pages Corporation.
2763 Silang Street, Sta Ana,
Manila

Dear **Ms. Loyola**:

We are pleased to inform you that the contract for the project "**Printing and Delivery of brochures, booklet, notepad, and press kit**" as per Bureau of Customs - Bids and Awards Committee Resolution No. 2023-02, is hereby awarded to your company in the amount of **Two Hundred Seventy-Five Thousand Five Hundred Pesos (PHP275,500.00)**.

In this regard, you are hereby required to sign the Purchase Order as stated in Section 37.2 of the Implementing Rules and Regulations of Republic Act No. 9184 within five (5) calendar days upon receipt of this Notice.

Very truly yours,


MICHAEL C. FERMIN
Chairperson, Bids and Awards Committee

Received by: **MARIFE BARCALA LOYOLA**

Date: 21/10/2023 

PURCHASE ORDER

Bureau of Customs

Agency

Supplier: **COVER AND PAGES CORPORATION.**

P.O. No.:

2023-04-0051

T.I.N. : **000 - 348 - 717 - 000**

Date :

21-Mar-2023

Mode of Procurement:

Small Value Procurement

Gentlemen:

Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery:

Delivery Term:

during the event

Date of Delivery :

Payment Term:

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
SPECIFICATIONS					
		Procurement of Printing and Delivery of brochures, nbooklet, notepad and press-kit			
		Brochure/Pamphlet: Size: 8.27x19.69 inches Stocks/Color: C2S220 Board Type: 4/4 Lamination: Plastic Lamination Binding: (3folds/5panels) Others: With Scoring	500 pcs		
		Booklet: Size: 89x9 inches Stocks/Color-Cover: C2S180; 4/4 No. of Pages: 20pages including cover Lamination: Matte Lamination Cover Binding: Saddle With layout	300 pcs		
		Press-kit (Folder): Size: 10x12 inches 4inches 1side flap folded Stocks/color: C2S220 Board type 4/4 Lamination: Matte Lamination Others: Pasting with flap on both sides, with die cutting	1000 pcs		275,500.00
		Notepad: Size: 5.25x7.5inches Stock/Color: BP60; 4/0 Binding: Padded	500 pcs		
		Additional Requirements: The publishing shall be selected based on the following criteria: 1.EXPERIENCE – highly experienced in rush publishing press-kit, notepad, brochure, and booklet with layout from the bureau. 2.QUALITY – expertise in creating well-organized, modern and sophisticated layout. 3.TECHNICAL KNOWLEDGE – adequate knowledge of the bureau, it's structure and the way the information must be presented in digital design elements. 4.GEOGRAPHIC PROXIMITY – within Manila are for minimum movement and ease of delivery. 5.TIMELINESS – able to provide layout design concepts, proofing, and delivery in 2 working days.			
(Total Amount in Words)					275,500.00
Two Hundred Seventy-Five Thousand Five Hundred Pesos (inclusive of tax)					

(Terms and Conditions stated at the back page of this P.O.)

Conforme:

Very truly yours,

MARILOU A. CABIGON
MARILOU A. CABIGON

Signature over Printed Name of Supplier

Date

3/24/2023

MICHAEL C. FERMIN
MICHAEL C. FERMIN
Chairperson, Bids and Awards Committee

Funds Available:

MARILOU A. CABIGON
MARILOU A. CABIGON
Collector V / Chief, Accounting Division

ALOPS No.:
Amount:

02-01101101-2023-04-0803
275500-



NOTICE TO PROCEED

MARIFE BARCALA LOYOLA

Cover and Pages Corporation.
2763 Silang Street, Sta Ana,
Manila

Dear **Ms. Loyola:**

The attached Contract having been approved, notice is hereby given to *COVER AND PAGES CORPORATION* that work may commence on the project **"Printing and Delivery of brochures, booklet, notepad, and press kit"** effective upon receipt and acceptance of this Notice.

You are responsible for performing the services in coordination with General Services Division (GSD) under the terms and conditions of the Purchase Order.

Very truly yours,

MICHAEL C. FERMIN
Chairperson, Bids and Awards Committee

Received by: **MARIFE BARCALA LOYOLA**

Date: 7/20/2023