



Republic of the Philippines  
Department of Finance  
**Bureau of Customs**  
1099 Manila

## NOTICE TO PROCEED

**MS. PRECILLA MANGUBA**

Design and Function Incorporated  
26F Unit 2609 Prestige Tower Condo, F. Ortigas Jr. Rd  
Ortigas Center, Brgy. San Antonio, Pasig City

Dear Ms. Manguba:

The attached Contract having been approved, notice is hereby given to Design and Function Incorporated that work may commence on the project "Supply and Delivery of Junior Executive Chairs and Executive Chairs" effective upon receipt and acceptance of this Notice.

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

Very truly yours,

**DIR. DIMPNA O. LEJOS**  
OIC-Director, Administration Office

Received by: **ROBERTO ESCAVANTE**

Date: **12-17-15**



Republic of the Philippines  
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## NOTICE OF AWARD

**MS. PRECILLA MANGUBA**

Design and Function Incorporated  
26F Unit 2609 Prestige Tower Condo, F. Ortigas Jr. Rd  
Ortigas Center, Brgy. San Antonio, Pasig City

Dear Ms. Manguba:

Based on the Bureau of Customs- Bids and Awards Committee Resolution No. 2015-02 , we are pleased to inform you that the contract for the project "Supply and Delivery of Junior Executive Chairs and Executive Chairs" is hereby awarded to your company in the amount of Php. 46,700.00.

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,

Handwritten signature of Dimpna O. Lejos in black ink.

**DIR. DIMPNA O. LEJOS**  
OIC-Director, Administration Office

Handwritten signature of Roberto Escamante in black ink.

Received by: ROBERTO ESCAMANTE  
Date: 12-17-15

**PURCHASE ORDER**

Bureau of Customs

Agency

Supplier: <b>DESIGN AND FUNCTION INCORPORATED</b>	P.O. No.: 2015-12-00101
T.I.N. : <b>006-581-090-000</b>	Date :
	Mode of Procurement: Small Value

Gentlemen:


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

Place of Delivery: BOC Manila	Delivery Term: 30 days upon signing of P.O.
Date of Delivery :	Payment Term: 15 cd upon signing of P.O.

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
	pcs	Junior Executive Chairs • Fabric upholstery • Mid-back • Dimensions: 57Lx46Wx92-100 HCM • Pneumatic height adjustment • 360° swivel function • 300 mm chrome base and nylon casters • Tilt Lock mechanism • Base capacity: 200-300 kgs	11	3,800.00	41,800.00
	pc	Executive Chair • Fabric upholstery • High-back • Dimensions: 57Lx46Wx92-100 HCM • Pneumatic height adjustment • 360° swivel function • 300 mm chrome base and nylon casters • Tilt Lock mechanism • Base capacity: 200-300 kgs	1	4,900.00	4,900.00

**(Total Amount in Words) Forty Six Thousand Seven Hundred Pesos only - Inclusive of tax** 46,700.00

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

Conforme:   
**ROBERTO ESCALANTE**  
 Signature over Printed Name of Supplier

Very truly yours  
  
**DIMPNA O. LEJOS**  
 OIC-Director, Administration Office

Date: 12-12-15  
 Funds Available: de per alta ch d obl  
**ALFREDO A. PALMA**  
 Chief Accountant

ALOBS No.: 06-01101101-20N-12-0668  
 Amount: 46,700.00