



**DOST-PCAARRD**

Department of Science and Technology

**PHILIPPINE COUNCIL FOR AGRICULTURE, AQUATIC AND NATURAL RESOURCES  
RESEARCH AND DEVELOPMENT**

ISO 9001:2015

**OFFICE OF THE EXECUTIVE DIRECTOR**

September 13, 2023

**Notice to Proceed**

**MS. ARMEDA V. LAGUERTA**

Area Manager

e-Copy Corporation.

5837 Zobel Roxas St., Palanan

Makati City


Dear **Ms. Laguerta**:

The attached Job Contract for the project **Procurement of SHARP Photocopier Toner** (black (33 pcs), cyan 1pc), magenta (2 pcs) and yellow (1pc) having been approved, notice is hereby given to e-Copy Corporation that the services should be done within fifteen (15) calendar days upon signing/ conforming with this notice to proceed.

Upon receipt of this notice, you are responsible for performing the service under the terms and conditions of the Agreement and in accordance with the implementation Schedule.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other to PCAARRD.

Very truly yours,

  
**REYNALDO V. EBORA, PhD**  
Executive Director

I acknowledge receipt of this Notice on September 29, 2023

Name of the Representative of the Bidder ARMEDA V. LAGUERTA

Authorized Signature 

Paseo de Valmayor, Brgy. Timugan, Los Baños, Laguna, Philippines 4030

Tel. No. (63) (49) 554-9670

Fax No. (63) (49) 536-0016; 536-7922

Manila Liaison Office: 2F Metrology Center, ITDI-DOST, Bicutan, Taguig City, Metro Manila 1631/ Tel. No. (63) (2) 837-1651

E-mail: [pcaarrd@pcaarrd.dost.gov.ph](mailto:pcaarrd@pcaarrd.dost.gov.ph) / <http://www.pcaarrd.dost.gov.ph>





# PURCHASE ORDER

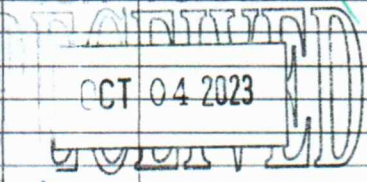
Republic of the Philippines  
PHILIPPINE COUNCIL FOR AGRICULTURE, AQUATIC AND NATURAL RESOURCES  
RESEARCH AND DEVELOPMENT (PCAARRD)

Supplier: <b>e COPY CORPORATION</b>	P.O. NO: <b>2023-09-119M</b>
Address: 5837 Zobel Roxas St. Palanan, Makati City	Date: 09/12/2023
TIN : VAT-219-274-001-000	Mode of Procurement: Shopping

Gentlemen:

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

Place of Delivery: PCAARRD	Delivery Term: 15 Calendar days
Date of Delivery:	Payment Term: 30 Calendar days

Item No.	Unit	Description	Quantity	Unit Cost	Amount
1	cart	Photocopier Toner, BP-FT70BA black	3	7,316.00	21,948.00
2	cart	Photocopier Toner, BP-FT70CA cyan	1	14,400.00	14,400.00
3	cart	Photocopier Toner, BP-FT70YA yellow	1	14,400.00	14,400.00
4	cart	Photocopier Toner, BP-FT70MA magenta	2	14,400.00	28,800.00
PR # 2023-09-0566 dated 08/08/2023					
CC - PCAARRD					
OCT 04 2023					
By: 					79,548.00
				Less 5% EVAT	3,551.25
				Less 1% EWT	710.25
					4,261.50

(Amount in Words) **SEVENTY FIVE THOUSAND TWO HUNDRED EIGHTY SIX PESOS AND 50/100 ONLY** **75,286.50**

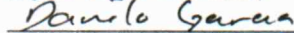
In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.

Very truly yours,

CONFORME:

**e COPY CORPORATION**

(Signature Over Printed Name)



Date 9-29-23

Fund Cluster: 184

Funds Available:

  
**JAIVEE ANN M. TABADERO**  
OIC, FAD Accounting

**SUSAN S. MOLINA**

(Signature Over Printed Name of Authorized Official)

Chief Administrative Officer 

Designation

ORS/BURS No.: 02-308601-2023-

09-00672

Date of ORS/BURS: 2023-09-13

AMOUNT: ₱79,548.00

ATTACHMENT: 1) Obligation Request 2) Purchase Request 3) Abstract of prices 4) Canvass/Quotation of 3 different suppliers  
5) Job Request (Vehicle) 6) Exclusive distributor if necessary 7) Stock Position Sheet if necessary



**Award Notice Abstract (Ref No.: 4451521)**

**Status: Updated**

<p><b>Control Number:</b> DC-2023-001</p> <p><b>Approved Budget:</b> Php79,548.00</p> <p><b>Procurement Mode:</b> Direct Contracting (Sec. 50)</p> <p><b>Classification:</b> Goods</p> <p><b>Condition:</b> Exclusive Dealer / Manufacturer</p> <p><b>Category:</b> Office Supplies and Devices</p> <p><b>Applicable Procurement Rules:</b> Implementing Rules and Regulations</p> <p><b>Funding Source:</b> Government of the Philippines (GOP)</p> <p><b>Funding Instrument:</b> General Appropriations Act</p> <p><b>Area of Delivery:</b> Laguna</p> <p><b>Delivery Period:</b> 15Day/s</p> <p><b>Contact Person:</b> Jose Raymond Manalo</p> <p><b>Created By:</b> Jose Raymond Manalo</p>	<p align="center"><b>DEPARTMENT OF SCIENCE AND TECHNOLOGY-PCAARRD</b> Paseo de Valmayor, Timugan, Los Baños Laguna, Region IV-A, Philippines</p> <p align="center"><b>Procurement of Sharp Photocopier toner (Direct Contracting Exclusive Dealer / Manufacturer)</b></p> <p><b>Awardee :</b> E-COPY CORPORATION <b>Address :</b> 5837 Zobel Roxas St., Palanan, Makati City</p> <p><b>Contact Person :</b> Armeda V. Laguerta <b>Designation :</b> Area Manager</p> <p><b>Line Item</b></p> <table border="1"> <thead> <tr> <th>#</th> <th>Product/Service/Project Name</th> <th>Budget</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Sharp, Photocopier Toner, 44120000, 7, Piece</td> <td>Php79,548.00</td> </tr> </tbody> </table> <p><b>Reason for Award :</b> Direct Contracting</p>	#	Product/Service/Project Name	Budget	1	Sharp, Photocopier Toner, 44120000, 7, Piece	Php79,548.00	<p><b>Award Type:</b> Award Notice (Direct Contracting)</p> <p><b>Contract Amount:</b> Php79,548.00</p> <p><b>Award Date:</b> 30-Aug-2023</p> <p><b>Publish Date:</b> 12-Oct-2023</p> <p><b>Date Last Updated:</b> 12-Oct-2023</p> <p><b>Contract Number:</b> 2023-09-119M</p> <p><b>Proceed Date:</b> 29-Sep-2023</p> <p><b>Contract Effectivity Date:</b> 29-Sep-2023</p> <p><b>Contract End Date:</b> 14-Oct-2023</p> <p><b>Created By:</b> Jose Raymond Ajes Manalo</p> <p><b>Date Created:</b> 12-Oct-2023</p> <p><b>Approver:</b> Jose Raymond Ajes Manalo</p> <p><b>View Documents:</b> 4</p>
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