



# 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

August 22, 2023

## Notice to Proceed

**MS. ARMEDA V. LAGUERTA**

Area Manager

e-Copy Corporation.

5837 Zobel Roxas St. Palana

Makati City

Dear Ms. Laguerta:

The attached Purchase Order for the project Procurement of SHARP Photocopier Toner (black, cyan, magenta and yellow) 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 26, 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>2023-08-108M</b>
Address: 5837 Zobel Roxas St. Palanan, Makati City	Date: 08/22/2023
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	1	7,316.00	7,316.00
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 # 2023-09-0529 dated 04/26/2023					
					64,916.00
				Less 5% EVAT	2,898.04
				Less 1% EWT	579.61
					3,477.65
<b>Amount in Words)</b> SIXTY ONE THOUSAND FOUR HUNDRED THIRTY EIGHT AND 35/100 PESOS ONLY					<b>61,438.35</b>

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

Very truly yours,

CONFORME:

**e COPY CORPORATION**  
 (Signature Over Printed Name)  
Dani lo Garcia  
 Date 9/26/23

*Susan S. Molina*  
**SUSAN S. MOLINA**  
 (Signature Over Printed Name of Authorized Official)  
 Chief Administrative Officer  
 Designation

and Cluster: 184  
 Funds Available:

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

ORS/BURS No.: 02-308661-2023-  
08-00643D  
 Date of ORS/BURS: 2023-08-30  
 AMOUNT: P 64,916.00

- 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



# 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>2023-08-109MA</b>
Address: 5837 Zobel Roxas St. Palanan, Makati City	Date: 08/22/2023
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	1	7,316.00	7,316.00
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	1	14,400.00	14,400.00
		PR # 2023-09-0530 dated 07/26/2023			
					50,516.00
		Less 5% EVAT		2,255.18	
		Less 1% EWT		451.04	2706.22
(Amount in Words)	<b>FORTY SEVEN THOUSAND EIGHT HUNDRED NINE AND 78/100 ONLY</b>				<b>47,809.78</b>

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)

*Dante Garas*

Date *10-19-23*



**SUSAN S. MOLINA**

(Signature Over Printed Name of Authorized Official)

Chief Administrative Officer

Designation

ORS/BURS No.: *02-coc-073066x*

*2023-10-00266*

Date of ORS/BURS: *2023-10-10*

AMOUNT: *P 50,516.00*

Fund Cluster: 184

Funds Available:

**JAIVEE ANN M. TABADERO**

OIC, FAD Accounting

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



**PhilGEPS**  
Philippine Government Electronic Procurement System

Central Portal for  
Philippine Government  
Procurement Opportunities

**Award Notice Abstract (Ref No.: 4488389)**

**Status: Updated**

<p><b>Control Number:</b> DC-2023-002</p> <p><b>Approved Budget:</b> Php115,432.00</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 style="text-align: center;"><b>DEPARTMENT OF SCIENCE AND TECHNOLOGY-PCAARRD</b> Paseo de Valmayor, Timugan, Los Baños Laguna, Region IV-A, Philippines</p> <p style="text-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> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">#</th> <th style="width: 75%;">Product/Service/Project Name</th> <th style="width: 20%;">Budget</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Sharp, Photocopier Toner, 44120000, 9, Piece</td> <td>Php115,432.00</td> </tr> </tbody> </table> <p><b>Reason for Award :</b> Direct Contract</p>	#	Product/Service/Project Name	Budget	1	Sharp, Photocopier Toner, 44120000, 9, Piece	Php115,432.00	<p><b>Award Type:</b> Award Notice (Direct Contracting)</p> <p><b>Contract Amount:</b> Php115,432.00</p> <p><b>Award Date:</b> 30-Aug-2023</p> <p><b>Publish Date:</b> 08-Nov-2023</p> <p><b>Date Last Updated:</b> 08-Nov-2023</p> <p><b>Contract Number:</b> 2023-08-108M, 109MA</p> <p><b>Proceed Date:</b> 26-Sep-2023</p> <p><b>Contract Effectivity Date:</b> 26-Sep-2023</p> <p><b>Contract End Date:</b> 11-Oct-2023</p> <p><b>Created By:</b> Jose Raymond Ajes Manalo</p> <p><b>Date Created:</b> 08-Nov-2023</p> <p><b>Approver:</b> Jose Raymond Ajes Manalo</p> <p><b>View Documents:</b> 5</p>
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1	Sharp, Photocopier Toner, 44120000, 9, Piece	Php115,432.00						