



**Bids and Awards Committee**

**NOTICE OF AWARD**

September 22, 2021

**Commerce First Inc.**  
3F CITIBANK CENTER 8741 Paseo de  
Roxas, Makati City, Metro Manila  
8893-6657 / 09778497407

Attention : **Sheree Lyn B. Lepaopao**  
Authorized Representative

Gentlemen:

We are pleased to inform you that the Securities and Exchange Commission (SEC) has approved the recommendation of the Bids and Awards Committee (BAC) in its BAC Resolution No. 2021-045 to award the contract for the **Software Collection for Media Production to Commerce First Inc.** in the amount of **Three Hundred Thousand Two Hundred Fifty Pesos (Php 300,250.00)**, inclusive of VAT.

In this connection, you are required to submit the Performance Security to the SEC within ten (10) calendar days from your receipt hereof, the Performance Securing Declaration (copy attached) or in any of the following forms and amounts stated below:

1. **Php 15,012.5 or 5% of the total contract price** – for cash or cashier's/manager's check.
2. **Php 90,075.00 or 30% of the total contract price** – for Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.

Kindly return the original copy of the Notice of Award within three (3) calendar days with your signature in the Conforme portion.

Very truly yours,

  
**EDHONA C. TANTUAN**  
Chief Counsel, OCS

Conforme :

By : **Sheree Lyn B. Lepaopao**  
Authorized Representative

Date :

  
09/28/2021

Performance Securing Declaration (Revised)

REPUBLIC OF THE PHILIPPINES)
CITY OF MAKATI CITY, S.S.

PERFORMANCE SECURING DECLARATION

Invitation to Bid: RFQ No.2021-SVP-16

To: Securities and Exchange Commission

Secretariat Bldg., PICC Complex Pasay City

We, the undersigned, declare that:

- 1. We understand that, according to your conditions, to guarantee the faithful performance by the supplier of its obligations under the Contract, we shall submit a Performance Securing Declaration within a maximum period of ten (10) calendar days from the receipt of the Notice of Award prior to the signing of the Contract.
2. We accept that: we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of one (1) year for the first offense, or two (2) years for the second offense upon receipt of your Blacklisting Order if we have violated our obligations under the Contract;
3. We understand that this Performance Securing Declaration shall cease to be valid upon:
a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions:
i. Procuring Entity has no claims filed against the contract awardee;
ii. It has no claims for labor and materials filed against the contractor; and
iii. Other terms of the contract; or
b. replacement by the winning bidder of the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 as required by the end-user.

IN WITNESS WHEREOF, I have hereunto set my hand this OCT 01 2021 at MAKATI CITY Philippines

Sheree Lyn B. Lepaopao
Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this day of 2021 at Philippines. Affiant is personally known to me and was identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant exhibited to me her UMID ID with No. CRN-0111-4842491-6 with her photograph and signature appearing thereon.

WITNESS MY HAND AND SEAL this day of 2021.

Doc. No. 71
Page No. 46
Book No. XV111

Notary Public
ATTY. GERVACIO B. ORTIZ JR.
NOTARY PUBLIC CITY OF MAKATI
UNTIL DECEMBER 31, 2022
IBP NO. 75729-LIFETIME MEMBER
MCLE COMPLIANCE NO. VI-0024312
APPOINTMENT NO. M-183 (2019-2023)