



Bids and Awards Committee

NOTICE OF AWARD

November 17, 2021

Mr. Jervin F. Puso
Authorized Representative
Quartz Business Products Corporation
15th Floor Capital House
9th Avenue corner 34th Street
Bonifacio Global City, Taguig City
8424-1288 loc 130

Dear Mr. Puso:

We are pleased to inform you that the Securities and Exchange Commission has approved the recommendation of the Bids and Awards Committee (BAC) in its BAC Resolution No. 2021-061 to award to your company the contract for the **Supply and Delivery of 24 Cartridges of Genuine HP CE310A Black Toner** in the amount of **Sixty Three Thousand Five Hundred Twenty Eight Pesos (Php 63,528.00)**, 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 3,176.40 or 5% of the total contract price** – for cash or cashier's/manager's check.
2. **Php 19, 058.40 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,


Romuald C. Padilla
OIC-Director, IRAD

Conforme : 
By : **Jervin F. Puso**
Authorized Representative
Date : 11/23/2021

Performance Securing Declaration (Revised)

[if used as an alternative performance security but it is not required to be submitted with the Bid, as it shall be submitted within ten (10) days after receiving the Notice of Award]

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

PERFORMANCE SECURING DECLARATION

Invitation to Bid: [Insert Reference Number indicated in the Bidding Documents]

To: [Insert name and address of the Procuring Entity]

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacturer/contractor/consultant of its obligations under the Contract, I/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. I/We accept that: I/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 I/We have violated my/our obligations under the Contract;
3. I/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/We have hereunto set my/our hand/s this _____ day of [month] [year] at [place of execution].

*[Insert NAME OF BIDDER OR ITS
AUTHORIZED REPRESENTATIVE]
[Insert NAME OF THE COMPANY]
[Insert signatory's legal capacity]
Affiant*

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]