

Republic of the Philippines  
LOCAL GOVERNMENT UNIT OF GUBAT  
Manook St., Gubat, Sorsogon

**Notice of Award**


August 15, 2023

**MR. RODEL M. BODOPOL, JR.**  
**COPYLANDIA OFFICE SYSTEMS CORPORATION**  
Legazpi City

Dear Madam:

We are happy to notify you that your Bid dated August 14, 2023 or execution of the **Toner for BAC Office use with reference no. PR 1154**, for the Contract Price of equivalent to **THREE THOUSAND FOUR HUNDRED THIRTY-SEVEN & 50/100 PESOS (Php3,437.50 )**, as corrected and modified in accordance with the Instructions to Bidders is hereby accepted.

Very truly yours,

  
**RONNEL U. LIM**  
Municipal Mayor

Conforme:

For: 

**RODEL M. BODOPOL, JR.**  
**COPYLANDIA OFFICE SYSTEMS CORPORATION**  
Date: \_\_\_\_\_

Republic of the Philippines  
LOCAL GOVERNMENT UNIT OF GUBAT  
Manook St., Gubat, Sorsogon

**NOTICE TO PROCEED**

August 15, 2023

**MR. RODEL M. BODOPOL, JR.**  
**COPYLANDIA OFFICE SYSTEMS CORPORATION**  
Legazpi City

Dear Madam:

The attached Contract Agreement having been approved; notice is hereby given to **COPYLANDIA OFFICE SYSTEMS CORPORATION**, that work may commence on **Toner for BAC Office use with reference no. PR 1154** effectively after the receipt of this notice.

Upon receipt of this notice, you are responsible for performing the services 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 the Local Government Unit of Gubat.

Very truly yours,

  
**RONNEL U. LIM**  
Municipal Mayor

I acknowledge receipt of this Notice on \_\_\_\_\_

Name of the Representative of the Bidder: **MR. RODEL M. BODOPOL, JR.**

Authorized Signature:  \_\_\_\_\_

**PURCHASE ORDER (SF-GOOD-58)**  
**Local Government Unit - Gubat, Sorsogon**

**1154**

Supplier	: <b>COPYLANDIA OFFICE SYSTEMS CORP.</b> (/)	P.O. No.	: <u>2136</u>
Address	: <b>Legazpi City</b>	Date	:
E-mail Address	:	Mode of Procurement	
Telephone No.	:	<b>Direct Contracting</b>	
TIN	:		

Gentlemen:

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

Place of Delivery	: <u>LGU Gubat</u>	P.O. No.	: _____
Date of Delivery	:	Date	:

Stock No.	Unit	DESCRIPTION	QTY.	Unit Cost	Amount
1	pc	Toner ()	1	3,437.50	3,437.50

**THREE THOUSAND FOUR HUNDRED THIRTY SEVEN PESOS & 50/100**

\*\*\*\*\*  
**3,437.50**

3 / 1 / 2023  
2:52

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

Very truly yours,

Conforme:

**COPYLANDIA OFFICE SYSTEMS CORP.**

Signature over printed name of Supplier

Date

**RONNEL U. LIM**  
Municipal Mayor

Funds Available:

**AVA E. OBRIQUE**

ALOBS. No.

Amount