



COMMISSION ON AUDIT
Commonwealth Avenue, Quezon City, Philippines

NOTICE OF AWARD

December 3, 2014

Ms. MELISSA D. FERRERAS
Senior Manager
Ubix Corporation
1344 Angono St., Makati City

Dear Ms. Ferreras:

Please be informed that the contract for the Photocopying Services (rental of photocopiers), Inclusive of Consumables and In-house Technician / Photo Operator, for the use of the various offices in the COA Central Office for one year period, is hereby awarded to you having submitted the Lowest Calculated and Responsive Bid at a Contract Price of Fifty Three Centavos (₱0.53) per copy/print, black and white.

You are therefore required, within ten (10) calendar days from the receipt of this Notice of Award, to formally enter into contract with us, and to submit the Performance Security in any of the following forms:

Form of Performance Security	Amount of Performance Security (Equal to Percentage of the Total Contract Price)
Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Five percent (5%) which is ₱150,000.00
Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	
Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security; and/or	Thirty percent (30%) which is ₱900,000.00
Any combination of the foregoing.	Proportionate to share of form with respect to total amount of security


Failure to enter into the said contract or provide the Performance Security in the amount stated shall constitute a sufficient ground for cancellation of this award and forfeiture of your Bid Security.

Very truly yours,

By Authority of the Chairperson:


LUIS S. MEJIA
Director IV
General Services Office
Administration Sector

Conforme:


Ms. MELISSA D. FERRERAS
Senior Manager
Ubix Corporation

Date: DEC 4, 2014