



May 13, 2024

**NOTICE OF AWARD**  
**No. 2024-063**

**MS. SACHI R. KAWAUCHI**  
 Internal Sales  
**ECOPY CORPORATION**  
 5837 Zobel Roxas St. Palanan,  
 Makati City

Dear **Ms. Kawauchi**:

With reference to your quotation for the **SERVICE MAINTENANCE FOR COPYING MACHINE BP-30M28**, we are pleased to confirm the award to your firm for the total amount of **SEVEN THOUSAND FIVE HUNDRED PESOS (Php 7,500.00)**, inclusive of appropriate taxes and fees, with the following specifications:

Item Description	QTY	Unit	Unit Cost	Total Cost
Service maintenance for copying machine	3	units	2,500.00	7,500.00
OED - BP-30M28				
AFMD/GSS (Property) - BP-30M28				
AFMD-MS - BP-30M28				
<i>Purpose: for general cleaning and check-up for 2nd quarter schedule</i>				

Please acknowledge receipt and acceptance of this Notice within 3 working days by signing in the space provided below and email us at [bacsec@pcaf.da.gov.ph](mailto:bacsec@pcaf.da.gov.ph) upon receipt thereof.

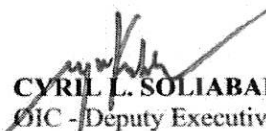
In connection with this Notice, please submit the following documents;

1. Omnibus Sworn Affidavit that the bidder is not related to the HOPE by consanguinity or affinity up to the third civil degree;
2. Signed Purchase Order.

For inquiries, you may get in touch with Mr. Ken Ryan P. Eleazar, BAC Secretariat of PCAF at telephone numbers 8926-2147. Loc 2622

Thank you.

Very truly yours,

  
**CYRIL L. SOLIABAN**  
 OIC - Deputy Executive Director

I acknowledge receipt of this Notice of Award on MAY 16 / 2024  
 Name of Authorized Representative Mylene C. Ceus  
 Signature \_\_\_\_\_

Bank Details:  
 Name of Payee : ECOPY CORPORATION  
 Name of Bank : METROBANK  
 Branch : DIAN  
 Account Number : 227-3227804131

