



Republic of the Philippines
Department of Agriculture
PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES
Department of Agriculture Compound
Elliptical Road, Diliman, Quezon City
Tel. No. (02) 8928-8751 to 64 locals 2601-2625, email: pcafofficial@pcaf.da.gov.ph

March 18, 2025

NOTICE OF AWARD
No. 2025-029

MS. MARIE JOY ANN CHUA
Sales & Marketing Officer
CUSTOMMADE CRAFTS CENTER
61 Masikap Extension, Brgy. Central,
Diliman, Quezon City

Dear Ms. Chua:

With reference to your quotation for the **ONE (1) LOT PROCUREMENT OF LEATHERETTE NOTEBOOK COVER WITH NOTEBOOK AND CARDBOARD BOX FOR DISTRIBUTION TO PCAF INTERNAL AND EXTERNAL STAKEHOLDERS**, we are pleased to confirm the award to your firm for the total amount of **FOUR HUNDRED FIVE THOUSAND PESOS ONLY (Php 405,000.00)**, inclusive of appropriate taxes and fees, with the following specifications:

Item Description	QTY	Unit	Unit Cost	Total Cost
Procurement of Leatherette Notebook Cover with notebook and cardboard box	1	LOT		405,000.00
SPECIFICATIONS:				
1. Leatherette Notebook Cover	620	pcs	650.00	
Main cover: 6.5" (width) x 8.75" (height) x 0.75" (depth)				
Secondary (top) cover: 4.5" (width) x 7.75" (height)				
Material: Faux Suede Leatherette				
Pockets: 5 pockets in the primary cover and 1 pocket in the secondary cover				
- Recessed Magnetic Flap Closure				
- Built-in pen holder				
- Foil printing of PCAF logo in the front				
Stitched Hinabol Accent				
Design: Higaonon Hinabol				
Color: Combination of small orange and brown strips				
Size:				
a. Side of notebook: 2.25" (width) x 8.75" (height)				
b. Flap closure: 1.25" (width) x 4" (height)				
2. Notebook:				
Pages: Maximum of 80 leaves with 5-10 custom pages inside for information about PCAF				
(designs to be provided by end-user)				
Size: 6" x 8.5"				
Details: Spiral binding				
80gsm lined paper				





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3. Cardboard box with acetate cover	20	pcs	100.00	
Size: 7" x 9" x 1.5"				
Prior to mass production, supplier to provide sample/mock-up of items for approval				
Delivery: Initial delivery of 30 pcs each of notebook cover and notebook by March 28, 2025				
Delivery of remaining items by May 30, 2025				
-- Amounts are VAT inclusive--				
See attached designs for reference				
Purpose: For distribution to PCAF internal and external stakeholders				

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 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; and
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,


JULIETA E. OPULENCIA

OID - Executive Director

I acknowledge receipt of this Notice of Award on 20 March 2025

Name of Authorized Representative Marie Joy Ann Chua

Signature _____

Bank Details:

Name of Payee : CustomMade Crafts Center Inc.
Name of Bank : Bank of the Philippine Islands
Branch : Kalayaan Branch
Account Number : 1991-0098-56

