



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](mailto:pcafofficial@pcaf.da.gov.ph)

February 12, 2025

**NOTICE OF AWARD**  
**No. 2025-011**

**MS. MYLENE C. CELLS**  
Operation Manager  
ECOPY CORPORATION  
5837 Zobel Roxas St. Palanan,  
Makati City

Dear Ms. Cells:

With reference to your quotation for the **SERVICE MAINTENANCE FOR TWO (2) UNITS OF BP-30M28 SHARP COPIER**, we are pleased to confirm the award to your firm for the total amount of **FIVE THOUSAND PESOS ONLY (Php 5,000.00)**, inclusive of appropriate taxes and fees, with the following specifications:

Item Description	QTY	Unit	Unit Cost	Total Cost
Service maintenance for copying machine (BP-30M28)	2	units	2,500.00	5,000.00
Purpose: For general cleaning and check-up for 1st quarter schedule.				

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.

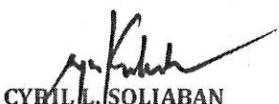
In connection with this Notice, please submit the following documents;

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,

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

I acknowledge receipt of this Notice of Award on Feb 20, 2025  
Name of Authorized Representative Mylene C. Cells  
Signature \_\_\_\_\_  
Bank Details:  
Name of Payee : \_\_\_\_\_  
Name of Bank : \_\_\_\_\_  
Branch : \_\_\_\_\_  
Account Number : \_\_\_\_\_

