



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)

May 21, 2025

**NOTICE OF AWARD  
No. 2025-062**

**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 ONE (1) UNIT OF BP-30M28 SHARP COPIER**, we are pleased to confirm the award to your firm for the total amount of **TWO THOUSAND FIVE HUNDRED PESOS ONLY (Php 2,500.00)**, inclusive of appropriate taxes and fees, with the following specifications:

Item Description	QTY	Unit	Unit Cost	Total Cost
Service maintenance for copying machine (BP-30M28)	1	unit	2,500.00	2,500.00
Purpose: For general cleaning and check-up for 2nd 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,

  
**JULIETA E. OFULENCIA**  
Deputy Executive Director III

I acknowledge receipt of this Notice of Award on 6-3-25  
Name of Authorized Representative Mylene C. Cells  
Signature \_\_\_\_\_  
Bank Details:  
Name of Payee : E-COPY CORPORATION  
Name of Bank : LAND BANK  
Branch : G. PUYAT  
Account Number : 005-21315-88

