

January 20, 2020

MS. SHERRYL K. DE GUZMAN

Product Manager

Quartz Business Products Corporation

15th Floor Capital House, 9th Ave. Cor. 34th St.

Global City, Taguig City 1630

NOTICE OF AWARD

Dear **Ms. De Guzman**:

We are pleased to notify **Quartz Business Products Corporation** that the contract for the **lease of fifty five (55) units of Brand New Photocopying Machines** from February 1, 2020 to December 31, 2020 in the amount of **Philippine Pesos Three Million Nine Hundred Eighty Seven Thousand Five Hundred (₱3,987,500.00)** inclusive of all applicable taxes, is awarded to your firm.

Kindly affix your signature on the space provided below to indicate your formal acceptance of the Award within five (5) working days from receipt of this Notice and submit to us the required Performance Security in any form prescribed in ITB Clause 33.2.

We would like to remind you that failure to enter into a contract with us or from submitting the Performance Security shall constitute a sufficient ground for cancellation of the award, forfeiture of your Bid Security and imposition of appropriate sanctions.

Please return the original copy of this Notice duly signed to DAR, through the BAC Secretariat, located at the Ground Floor, Main Building, DAR Compound, Elliptical Road, Diliman, Quezon City.

Very truly yours,


ATTY. LUIS MEINRADO C. PAÑGULAYAN

Head of the Procuring Entity 

CONFORME:


SHERRYL DE GUZMAN
Signature and Printed Name and Position

Date: 01-27-2020