



DOST-PCAARRD

Department of Science and Technology

**PHILIPPINE COUNCIL FOR AGRICULTURE, AQUATIC AND NATURAL RESOURCES
RESEARCH AND DEVELOPMENT**



OFFICE OF THE EXECUTIVE DIRECTOR

December 27, 2024

Notice of Award

MS. SHERYL DE GUZMAN

Business Development Manager
Delsan Office Systems Corporation
7893 Lawaan Street
San Antonio Village, Makati City

Dear **Ms. de Guzman**:

We are pleased to notify you that your proposal for the project "Procurement of CY2025 Managed Print Service (MPS) (EPA)" in the total amount of **TWO MILLION EIGHT HUNDRED SIX THOUSAND TWO HUNDRED PESOS ONLY (PhP2,806,200.00)** is hereby accepted.

You are hereby required to provide within ten (10) calendar days upon receipt of this notice the performance security in the form and/or amount stated below:

- a. Performance Securing Declaration (PSD) - see Attachment A;
- b. cash or cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank amounting to PhP140,310.00; or
- c. surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security amounting to PhP841,860.00.

If you opt to submit PSD, please note that the end-user may require you to replace the submitted PSD with either option b or c upon lifting of the State of Calamity, or community quarantine or similar restrictions, as the case may be.


Failure to provide the performance security shall constitute sufficient ground for the cancellation of the award. Please coordinate with Dr. Richard E. Amansec (r.amansec@pcaarrd.dost.gov.ph) of MISD, PCAARRD for the contract execution and other documentation requirements.

Thank you.

Very truly yours,


REYNALDO V. EBORA, PhD
Executive Director

Conforme:


Sheryll De Guzman
Signature over Printed Name
Date: January 3, 2025



Performance Securing Declaration (Revised)

[if used as an alternative performance security but it is not required to be submitted with the Bid, as it shall be submitted within ten (10) days after receiving the Notice of Award]

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

PERFORMANCE SECURING DECLARATION

Invitation to Bid: [Insert Reference Number indicated in the Bidding Documents]

To: [Insert name and address of the Procuring Entity]

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacturer/contractor/consultant of its obligations under the Contract, I/we shall submit a Performance Securing Declaration within a maximum period of ten (10) calendar days from the receipt of the Notice of Award prior to the signing of the Contract.
2. I/We accept that: I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of one (1) year for the first offense, or two (2) years **for the second offense**, upon receipt of your Blacklisting Order if I/We have violated my/our obligations under the Contract;
3. I/We understand that this Performance Securing Declaration shall cease to be valid upon:
 - a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions:
 - i. Procuring Entity has no claims filed against the contract awardee;
 - ii. It has no claims for labor and materials filed against the contractor; and
 - iii. Other terms of the contract; or
 - b. replacement by the winning bidder of the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 as required by the end-user.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of [month] [year] at [place of execution].

*[Insert NAME OF BIDDER OR ITS
AUTHORIZED REPRESENTATIVE]*

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]