



02 January 2024

**NOTICE OF AWARD**  
**PUBLIC BIDDING**

**Mr. REIMAR L. FORTUNA**  
 Account Manager  
**QUARTZ BUSINESS PRODUCTS CORPORATION**  
 15th Capital House, 9th Avenue corner 34th St.  
 Bonifacio Global City  
 Fort Bonifacio, Taguig City

Dear Mr. Fortuna,

This Notice of Award is hereby issued for the following procurement details and item/s below:

Purchase Request No.	: <b>GAA-23-09-17665</b>
Purchase Request Date	: <b>19 September 2023</b>
Date of Submission of Bids	: <b>20 November 2023</b>
Date of Opening of Bids	: <b>20 November 2023</b>
Total Bid Offer Price	: <b>₱1,238,000.00</b>
(inclusive of taxes, import duties and all other charges or fees)	
Total Bid Offer Price in Words	: <b>One Million Two Hundred Thirty-Eight Thousand Pesos</b>

Item/s:  
 - **One (1) Lot Provision of Managed Print Services**

As recommended by the Bids and Awards Committee (BAC), the above mentioned items have been awarded to you in accordance with your bid offer in the submission and opening of bids held at the Advanced Science and Technology Institute (ASTI).

In this regard, you are hereby requested to file a Performance Security within ten (10) calendar days from the receipt of this Notice, which shall remain valid for one (1) year or until issuance by DOST-ASTI of the Certificate of Final Acceptance, equivalent to: (1) Five percent (5%) of the total contract price if through Cash, Cashier's/Manager's Check, Bank Draft/Guarantee or Irrevocable Letter of Credit; or (2) Thirty percent (30%) of the total contract price in the case of Surety Bond.

The release of the performance bond may be requested through a formal letter, upon completion of the terms specified in the Agreement/Purchase Order/Work Order. Provided however, that ASTI has no claims against the contract awardee or the surety company; nor claims for labor and materials against the contractor, or other terms of the contract.

Please acknowledge acceptance of this Notice by signing in the space provided below and return it to us within ten (10) working days upon receipt. Note that failure to comply with these requirements may constitute grounds for rescission of award. Should you have any questions or clarifications, you may coordinate with our BAC Secretariat through email at bac-sec@asti.dost.gov.ph.

Respectfully,

**BAYANI BENJAMIN R. LARA**  
 BAC Chairperson

Approved By:

**FRANZ A. DE LEON, Ph.D.**  
 Director

**ACKNOWLEDGEMENT**

I hereby acknowledge receipt of this Notice on: \_\_\_\_\_  
 Name of Representative of the Bidder: \_\_\_\_\_  
 Signature of the Representative of the Bidder: \_\_\_\_\_

**PERFORMANCE SECURITY**

Type of Bond: \_\_\_\_\_  
 Amount: \_\_\_\_\_  
 O.R. No.: \_\_\_\_\_