



15 October 2021

NOTICE TO PROCEED
PUBLIC BIDDING

Ms. ROSEMARIE P. DELA CRUZ
 Account Manager
ACMI Office Systems Philippines, Inc.
 AYSN Building, 268A N.Domingo St.,
 San Juan City

Dear Ms. Dela Cruz,

Notice is hereby given to **ACMI Office Systems Philippines, Inc.** that work/delivery may proceed for the following procurement details:

Contract Name	:	Supply, Delivery and Installation of One (1) Lot Airconditioning Units
Purchase Request No.	:	GAA-21-08-11910
Purchase / Work Order No.	:	21-10-174
Total Contract Price	:	Php 3,977,500.00
(inclusive of taxes, import duties and all other charges or fees)		
Total Contract Price in Words	:	Three Million Nine Hundred Seventy Seven Thousand Five Hundred Pesos

Upon signing receipt of this Notice, you are responsible for performing the services under the terms and conditions of the Agreement/Purchase Order/Work Order and in accordance with the schedule of requirements/delivery schedule.

You are also hereby required to file a Warranty Security for a minimum period of three (3) months, in the case of Expendable Supplies, or a minimum period of one (1) year, in the case of Non-Expendable Supplies, after acceptance by the Procuring Entity of the delivered supplies. It shall be either retention money in an amount equivalent to at least **Five** percent (**5**%) of every progress payment, or a special bank guarantee equivalent to at least **Five** percent (**5**%) of the total contract price. The said amounts shall only be released after the lapse of the warranty period or, in the case of Expendable Supplies, after consumption thereof. Provided, however, That the supplies delivered are free from patent and latent defects and all the conditions imposed under the contract have been fully met.

Note that failure to comply with the above requirements and failure to perform the services under the terms and conditions of the Agreement/Purchase Order/Work Order may constitute grounds for its forfeiture.

Please acknowledge receipt and acceptance of this Notice by signing in the space provided below. There are two (2) copies of this document; you may keep one copy and return the other to the Bids and Awards Committee (BAC) Secretariat of the Advanced Science and Technology Institute. Should you have any questions or clarifications, you may reach us at bac-sec@asti.dost.gov.ph.

Respectfully,

FRANZ A. DE LEON, Ph.D.
 Director

DATE OF ISSUANCE:	RECEIVED BY:	WARRANTY SECURITY
_____	_____	
	(Signature over Printed Name)	Type of Warranty Security: _____
		Amount of Warranty Security: P _____
		O.R. No.: _____

	(Date and Time)	