



LETTER ORDER No. : LO24-00074

COSMOTECH PHILIPPINES, INC.
 7761 Saint Paul Street, San Antonio
 Village, Makati City

Date : October 01, 2024
 Bidding No.: GSD 077-24
 Date of Opening : September 4, 2024

Please deliver the article(s)/product(s)/supplies/materials listed below priced in accordance with your Quotation No. _____ dated _____ subject to the Terms and Conditions enumerated below.

ITEM	QTY	UNIT	ARTICLES/DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	1	unit	Supply, Delivery, and Testing of Digital Whiteboard for the Procurement Service - Department of Budget and Management (PS-DBM) *PR24-0726 *For PS-DBM Conference Rooms (c/o ITSD) *NOA No. GSDBAC-036-24 *A warranty covered by either retention money or special bank guarantee equivalent to at least 1% of the payment on the contract price shall be required after final acceptance (if applicable) ===== - Subject to Expanded Withholding Tax, Creditable Withholding Tax and Other Percentage Taxes Reference: RA 10963, RA 9337, Revenue Regulation Nos. 13-18, 11-18, 16-05, 14-02, 12-01 and 2-98.	188,000.00	188,000.00
Price Validity: 0 Calendar Days				Total Amount: Php	188,000.00

Place of Delivery : _____ Delivery Instruction :
 Within sixty (60) calendar days after receipt of Notice to Proceed

Certified Correct: **Signature Redacted**
ABIGAIL ANN O. ALICDAN-ESPERE
 OIC, GSD
 Date: 10/03/24

FUNDS AVAILABLE Php 188,000.00 **Signature Redacted**
LADY LOU A. GIMENO
 Chief Accountant

APPROVED BY: **Signature Redacted**
PHILIP JOSEF T. VERA CRUZ
 Director IV / Operations Group
 Date: 10-9-2024

Signature Redacted
Elaine Rose Olbes
 Signature Over name in print
 Date Received: October 10, 2024



NOTICE TO PROCEED

ELAINE ROSE OLBES
 Authorized Representative
COSMOTECH PHILIPPINES, INC.
 7761 Saint Paul Street, San Antonio Village, Makati City

Dear Ms. Olbes:

The attached Letter Order having been approved, notice is hereby given to **COSMOTECH PHILIPPINES, INC.** that performance on the "Supply, Delivery and Testing of Digital Whiteboard for the Procurement Service - Department of Budget And Management (PS-DBM)" under **GSD-077-24 (SVP)** shall commence effective on the date of receipt of this Notice:

LOT	ITEM DESCRIPTION	QTY/UOM	TOTAL CONTRACT PRICE
1	Supply, Delivery and Testing of Digital Whiteboard for the Procurement Service - Department of Budget And Management (PS-DBM)	1 unit	Php 188,000.00
Amount in words: One Hundred Eighty Eight Thousand Pesos.			

Upon receipt of this notice, you are responsible for performing the services under the terms and conditions provided in the Letter Order/Contract and in accordance with the Delivery Schedule.

Please acknowledge receipt of this notice by signing on the space provided below.

Very truly yours,

Signature Redacted

KARL MICHAEL R. ESPEJO
 Chief, IT Services Division

Date of receipt of this Notice:

October 10, 2024

Name of Authorized Representative:

Elaine Rose Olbes

Signature of Authorized Representative:

Signature Redacted