



Republic of the Philippines

## CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

**AUG 14 2024**

**MS. JENNIFER CALAYAG-UMALI**

*Authorized Representative*

**OTUS COPY SYSTEMS, INC.**

10/F MG Tower, 75 Shaw Blvd.,

Mandaluyong City

### NOTICE OF AWARD

Dear **Ms. Umali**:

We are pleased to notify you that the project, *Procurement of Rental of Photocopier Machine for CAAP Central Office for One (1) Year*, is hereby awarded to your Company, **OTUS COPY SYSTEMS, INC.** as the Lowest Calculated and Responsive Bid (LCRB) with the contract price of **Three Million Two Hundred Eighty-One Thousand Two Hundred Thirty-Two Pesos (Php3,281,232.00)**.

You are hereby required to formally enter into a contract with the herein procuring entity within ten (10) days from receipt of this notice. You are further required to submit the Performance Security Bond in the amount indicated below:

FORM OF PERFORMANCE SECURITY	AMOUNT OF PERFORMANCE SECURITY (Not less than the required percentage of the total contract price)
a) Cash, or cashier's/ manager's check issued by a Universal or Commercial Bank.	Goods and Consulting Services- Five percent (5%)
b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank if issued by a foreign bank.	Infrastructure Projects – Ten percent (10%)
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.	Thirty percent (30%)





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Failure to enter into the said contract or provide the required Performance Security Bond shall disqualify the bid of **OTUS COPY SYSTEMS, INC.** and shall render this notice canceled.

Very truly yours,



**ATTY. DANJUN G. LUCAS**

*Chairperson*

Bids and Awards Committee (Bravo)

Approved:



**CAPTAIN MANUEL ANTONIO L. TAMAYO**

*Director General*

**CONFORME:**



**MS. JENNIFER CALAYAG-UMALI**

OTUS COPY SYSTEMS, INC.

(Project name: *Procurement of Rental of Photocopier Machine for CAAP Central Office for One (1) Year*)

Date: *AUGUST 15, 2024*

