

19 August 2024

**PATRICK V. RAMOS**  
Authorized Representative  
**Doña Alejandra Inc.**  
Doña Alejandra Building,  
Rizal corner Gomez St.,  
Tuguegarao City

Subject : **NOTICE OF AWARD**  
Procurement of Human Resource Information System (HRIS)

Dear **Mr. Ramos** :

The Bases Conversion and Development Authority (BCDA) hereby awards the contract to **Doña Alejandra Inc.** for the **Procurement of Human Resource Information System (HRIS)** in the amount of **Five Million Three Hundred Twenty Thousand Pesos and 68/100 Only (Php5,320,000.68)**, inclusive of VAT and all applicable government taxes and fees.

You are therefore required, within ten (10) calendar days from the receipt of this Notice of Award, to:

1. Formally enter into a contract with BCDA and comply with all the documentary requirements; and
2. Post a Performance Security denominated in Philippine Pesos in any of the form and in the amount stipulated in Section 39 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 which shall be posted in favor of BCDA and which shall remain valid until the issuance of Certificate of Final Acceptance, as follows:

<b>FORM OF PERFORMANCE SECURITY</b>	<b>AMOUNT</b> (% of Contract Price)
A. Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	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.	
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%)

Failure to enter into said contract and/or provide the Performance Security shall constitute sufficient ground for cancellation of the award.

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Please indicate your "Conforme" by signing in the space provided below and return the same to BCDA after signing.


Thank you.

Very truly yours,

  
**ATTY. GISELA Z. KALALO**  
Executive Vice President

Date: 8/19/24

Conformer

  
**PATRICK V. RAMOS**  
Authorized Representative

Date: 8/22/24