



Bases Conversion and Development Authority

18 March 2013

MR. SOLOMON TANSIPEK
Account Representative
SYNERGY GRAFIX CORPORATION
239 Octagon Ave., Brgy. Dela Paz
Pasig City

Subject: **NOTICE OF AWARD**
Solicitation/Reference No: BCDA-2013-1790 / 2147791
Supply and delivery of BCDA External Newsletter

Dear **Mr. Tansipek**:

We are pleased to notify you that the contract for the **Supply and delivery of BCDA External Newsletter** is hereby awarded to **SYNERGY GRAFIX CORPORATION** having adjudged its bid as the **Lowest Calculated & Responsive Bid** at a price amounting to **PESOS: ONE HUNDRED SIXTY-FIVE THOUSAND SIX HUNDRED & 02/100 (P165,600.02)**, inclusive of all applicable taxes and fees.

You are therefore required, within ten (10) calendar days from receipt of this Notice of Award to formally enter into contract with BCDA through a **Purchase Order**. Failure to enter into the said contract shall constitute a sufficient ground for the cancellation of this Award.

Thank you.

Very truly yours,


ELEANOR L. ATIENZA
Vice President for Corporate Services Group



Bases Conversion and Development Authority

NOTICE TO PROCEED

26 March 2013

MR. SOLOMON TANSIPEK
Account Representative
SYNERGY GRAFIX CORPORATION
239 Octagon Ave., Brgy. Dela Paz
Pasig City

Dear **Mr. Tansipek**:

The attached Purchase Order (PO) No. 4900000537 having been approved, notice is hereby given to **SYNERGY GRAFIX CORPORATION** to proceed with the Supply and delivery of BCDA External Newsletter pursuant to the said PO, within Five (5) calendar days after the receipt of this notice.

Upon receipt of this notice, you shall be responsible to perform the services under the terms and conditions of the Purchase Order.

Very truly yours,


ELEANOR L. ATIENZA
Vice President for Corporate Services Group

to Solomon to work
9/25

WORK / JOB ORDER

To: **SYNERGY GRAFIX CORPORATION**

WORK/JOB ORDER#: 490000537

DATE: 18 March 2013

239 Octagon Ave. Brgy Dela Paz. Pasig City

Mode of Procurement: Negotiated Procurement - SVP

Attention: SOLOMON TANSIPEK

Reference SAP PR #: 50000721

Tel/Fax No.: 647-9154 / 682-9273 **TIN:** 241054454000

Vendor No.: 60076

GENTLEMEN:

Your offer being the lowest as per canvass or bidding made of the following items, PLEASE DELIVER WITHIN FIVE (5) WORKING DAYS AFTER RECEIPT OF THIS ORDER TO THE PROCUREMENT UNIT of the above mentioned address.

ITEM	QTY	UNIT	ARTICLES	UNIT PRICE	AMOUNT
00010	6	LOT	300034 PRINTING OF BCDA NEWSLETTER EXTERNAL. Production: Bi-Monthly Service shall be in accordance with the Terms of Reference (TOR) Specifications: - No of pages: 16, Size: A4 - Paper: Cover & Back- C2S #100lbs, Inside: C2S #80lbs - Color: Full color, all pages - Quantity: 800 copies per issue - Binding: Two (2) saddle stitch - Delivery: 6 issues B. Others - All materials (electronic files and photos) sent to supplier for production shall be turned over to BCDA-PAD five (5) calendar days after production/delivery of every issues. - The supplier shall allow BCDA representative to conduct press work during the production of the newsletter. - The supplier shall be required to submit a proof based on final approved files for computer to plate service or laser printout for color separation/negative output services for approval of BCDA-PAD prior to actual printing of each newsletter design two (2) working days after turnover of file. - The proof/laser printout must be submitted to BCDA within two (2) working days after turnover of file. - The final output of the newsletter shall be delivered to BCDA within five (5) working days after approval of proof/laser printout by BCDA-PAD.	24,642.86	147,857.16

nothing follows

Sub-Total 147,857.16

Plus: VAT 17,742.86

TOTAL (Inclusive of VAT):

Php 165,600.02

PESOS: ONE HUNDRED SIXTY-FIVE THOUSAND SIX HUNDRED AND 2/100 ONLY

Requisitioning Office/Dept:
PUBLIC AFFAIRS

Pls invoice this amt → PHP 165,600.00

Terms and Conditions:

Terms of Payment: Within 30 days Due net

WARRANTY:

Note: The list/s of any parts/materials including services to be rendered in addition to this ORDER shall be submitted to BCDA Procurement Division subject for approval by the authorized officer of the PO/JO or his duly designated representative.

Delivery: For failure of the contractor to make delivery when due, the following penalties shall be imposed.

- 1) a liquidated damage in the amount of one tenth (1/10) of one per cent (1%) of the total value of the contract shall be deducted for each day of delay; or
- 2) a liquidated damage in the amount of one tenth (1/10) of one per cent (1%) of the total value of the undelivered portion shall be deducted for each day of delay, if the contract has been partially filled.

Please attach the original copy of this order together with your Delivery Receipt and Sales Invoice in triplicate.

This is a system generated document. BCDA Officer's signature is not required.

Conforme ✓
Ruffalo V. Victoria 9/26/13

BCDA



WORK / JOB ORDER

To: SYNERGY GRAFIX CORPORATION
239 Octagon Ave. Brgy Dela Paz Pasig City
Attention: SOLOMON TANSIPEK
Tel/Fax No.: 647-9154 / 682-9273 TIN: 241054454000

WORK/JOB ORDER#: 4900000537
DATE: 18 March 2013
Mode of Procurement: Negotiated Procurement - SVP
Reference SAP PR #: 50000721
Vendor No.: 60076

GENTLEMEN:

Your offer being the lowest as per canvass or bidding made of the following items, PLEASE DELIVER WITHIN FIVE (5) WORKING DAYS AFTER RECEIPT OF THIS ORDER TO THE PROCUREMENT UNIT of the above mentioned address.

Original PO Received by:

3/26/13

Signature over Printed Name/Date

CONFORME:

[Signature]
RUPERTO N. VILORIA, SALES MANAGER

Signature over Printed Name/Date

(The Supplier shall sign and return the acknowledgement copy to BCDA-Procurement or through fax within five (5) working days after issuance)

PLS REFAX TO 8161030