



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF JUSTICE  
**OFFICE OF THE GOVERNMENT CORPORATE COUNSEL**  
3rd Floor MWSS Administration Building, Katipunan Avenue  
Balara, Quezon City, 1119  
(02) 8251 6232  
records@ogcc.gov.ph  
https://ogcc.gov.ph

**NOTICE OF AWARD**

13 May 2024

**MS. NELFA P. TENEBRO**

*Invoicing Officer*

**CENTRAL BOOK SUPPLY, INC.**

2F Phoenix Bldg., 927 Quezon Avenue

Brgy. Santa Cruz, Quezon City

1104 Metro Manila

Contact Number: +63 2 8372-3550 to 52 loc. 15

Email: [nptenebro@yahoo.com.ph](mailto:nptenebro@yahoo.com.ph)

Dear Ms. Tenebro:

We are pleased to inform you of the Office of the Government Corporate Counsel's (OGCC) acceptance of Central Book Supply, Inc.'s Quotation for the "Supply and Delivery of Update to Book Collection," with a total contract price of **Eleven Thousand Five Hundred Ninety Pesos (PhP11,590.00)**, inclusive of appropriate taxes and fees.

Very truly yours,

**MARILYN G. ESTARIS**

*Deputy Government Corporate Counsel  
Officer-in-Charge*

Conforme:

**MS. NELFA P. TENEBRO**

*Invoicing Officer*

**CENTRAL BOOK SUPPLY, INC.**

2F Phoenix Bldg., 927 Quezon Avenue

Brgy. Santa Cruz, Quezon City

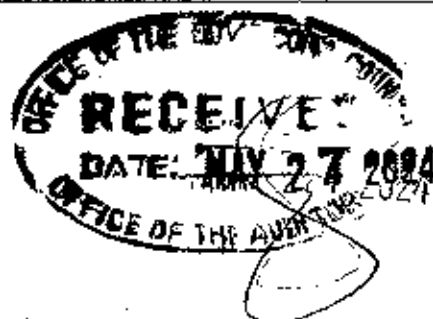
1104 Metro Manila

Date Received: 5/23/24



QUALITY MANAGEMENT  
SYSTEM  
ISO 9001:2015  
enrivaly@biral.com  
02-55620084 (9x11)

.....committed to uphold justice  
under the rule of law



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## PURCHASE ORDER

Supplier:	CENTRAL BOOK SUPPLY, INC.	Purchase Order No.: 2024-05-0923
Address:	927 Quezon Avenue, Sta. Cruz, Quezon City	Date: 13 May 2024
	8372-3359 to 52 local 27 Fax: 8372-4732	Mode of Procurement: Direct Contracting
TIN:	001-399-724-000 NON VAT	

Please furnish this office the following articles subject to the terms and conditions contained herein.

Place of Delivery:	Library Section				Delivery Term : F.O.B.	
Date of Delivery :	Within seven (7) calendar days from receipt of Notice to Proceed _____				Payment Term: Thirty (30) working days upon receipt of SOA/Billing statement/ Certificate of Completion/Inspection and Acceptance Report	
Item No.	Unit	Quantity	Item/Description	Unit Cost	Amount	
1	piece	1	Commercial Laws of the Philippines (Lawyer's Edition) 2023, CBSI Editorial Staff	1,860.00	1,860.00	
2	piece	1	Criminal Laws of the Philippines (Lawyer's Edition) 2023, CBSI Editorial Staff	1,840.00	1,840.00	
3	piece	1	Labor Laws of the Philippines (Lawyer's Edition) 2023, CBSI Editorial Staff	1,850.00	1,850.00	
4	piece	1	Legal Dictionary (2022), CBSI Editorial Staff	700.00	700.00	
5	piece	1	Philippine Taxation Laws (Lawyer's Edition) 2023, CBSI Editorial Staff	1,480.00	1,480.00	
6	piece	1	Political Laws of the Philippines (Lawyer's Edition) 2023, CBSI Editorial Staff	1,880.00	1,880.00	
7	piece	1	Remedial Laws of the Philippines (Lawyer's Edition) 2022, CBSI Editorial Staff	1,980.00	1,980.00	
			RFQ No. 2024-02-003			
			XXXXXXXXXX			
			TOTAL		11,590.00	

Total Amount in Words: Eleven Thousand Five Hundred Ninety Pesos (PhP11,590.00), inclusive of applicable taxes and fees\*\*\*

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent (1%) for every day of delay shall be imposed.

Very truly yours,

*Marlyn G. Estaris*  
MARLYN G. ESTARIS

Deputy Government Corporate Counsel  
Officer-in-Charge

Conformed: *Nelfa R. Tenebro*  
Central Book Supply, Inc.

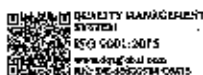
Signature over Printed Name of Supplier

5/23/24  
Date

Funds Available: Amount : PhP11,590.00

*Ryan Joseph C. Rodriguez*  
RYAN JOSEPH C. RODRIGUEZ  
Supervising Administrative Officer

OPR No.: \_\_\_\_\_  
PhP11,590.00



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### **NOTICE TO PROCEED**

14 May 2024

**MS. NELFA P. TENEBRO**

*Invoicing Officer*

**CENTRAL BOOK SUPPLY, INC.**

2F Phoenix Bldg., 927 Quezon Avenue

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1104 Metro Manila

Contact Number: +63 2 8372-3550 to 52 loc. 15

Email: [nptenebro@yahoo.com.ph](mailto:nptenebro@yahoo.com.ph)

Dear Ms. Tenebro:

Notice is hereby given to **Central Book Supply, Inc.** to commence with the supply and delivery of "**Update to Book Collection**," according to the terms and conditions of the attached Purchase Order, within seven (7) calendar days upon receipt of this notice.

Please acknowledge receipt and acceptance of this notice by signing both copies<sup>1</sup> in the space provided below.

Very truly yours,

**MARILYN G. ESTARIS**

*Deputy Government Corporate Counsel  
Officer-in-Charge*

I acknowledge receipt of this Notice on 5/22/24.  
Name of Representative of the Bidder: **MS. NELFA P. TENEBRO**

Authorized Signature:

<sup>1</sup>Keep one copy and return the duplicate original to the Office of the Government Corporate Counsel.



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