



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

2 July 2024

**MS. SHERRYL K. DE GUZMAN**  
*Authorized Representative*  
**Delsan Office Systems Corporation**  
7893 Lawaan St., San Antonio Village  
Makati City  
Contact Number: +63 2 9266923369  
Email: [sherryl.deguzman@delsanonline.com](mailto:sherryl.deguzman@delsanonline.com)


Dear Ms. De Guzman:

We are pleased to inform you of the Office of the Government Corporate Counsel's (OGCC) acceptance of **Delsan Office Systems Corporation's Quotation** for the "**Rental of 12 Units Brand New Multi-Function Printers (Managed Print Service) with Provision of Printer Consumables for the Use of the Office of the Government Corporate Counsel**" with a Total Contract Price of Four Hundred Sixty Thousand Pesos (PhP460,000.00), inclusive of appropriate taxes and fees.

Sincerely yours,

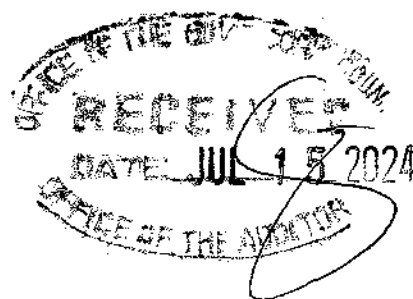
  
**SOLOMON M. HERMOSURA**  
Government Corporate Counsel <sup>PT</sup>  
*kv* *ok*

Conforme:

  
**MS. SHERRYL K. DE GUZMAN**  
*Authorized Representative*  
**Delsan Office Systems Corporation**  
7893 Lawaan St., San Antonio Village  
Makati City  
Contact Number: +63 2 9266923369  
Email: [sherryl.deguzman@delsanonline.com](mailto:sherryl.deguzman@delsanonline.com)  
Date Received: 07-11-2024



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under the rule of law



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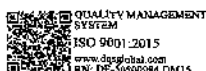
## CONTRACT

This CONTRACT made this 2<sup>nd</sup> day of July 2024 between the **Office of the Government Corporate Counsel (OGCC)**, represented by the Head of the Procuring Entity, **GOVERNMENT CORPORATE COUNSEL SOLOMON M. HERMOSURA** and **Delsan Office Systems Corporation**, represented by **MS. SHERRYL K. DE GUZMAN**, duly authorized for this purpose;

*WHEREAS*, OGCC requested Quotations for the **Rental of 12 Units Brand New Multifunction Printers (Managed Print Service) with Provision of Printer Consumables for the Use of the Office of the Government Corporate Counsel**, and has accepted the quotation of **Delsan Office Systems Corporation**, for the delivery of such goods in the sum of **Four Hundred Sixty Thousand Pesos (PhP460,000.00)** (hereinafter referred to as "the Contract Price").

*WHEREFORE*, THE PARTIES HEREBY AGREE AS FOLLOWS:

1. In this Contract, words and expressions shall have the same meanings as are respectively assigned to them in the Terms of Reference (ToR) and the Request for Quotation (RfQ) referred to.
2. The following documents shall be deemed to form and be read and construed as integral part of this Contract, *viz.*:
  - i. RfQ and ToR;
  - ii. Delsan Office Systems Corporation's Quotation, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;
  - iii. Notice of Award of Contract, and Delsan Office Systems Corporation's conforme thereto; and
  - ii. Other contract documents that may be required by existing laws and/or the OGCC. Delsan Office Systems Corporation agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.
3. In consideration of the Contract Price, Delsan Office Systems Corporation agrees to perform the Supply and Delivery of the **"Rental of 12 Units Brand New Multi-Function Printers (Managed Print Service) with Provision of**



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Printer Consumables for the Use of the OGCC" in accordance with its quotation and the ToR.

4. The OGCC agrees to pay the above-mentioned sum in accordance with the terms of the RfQ.

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

OFFICE OF THE GOVERNMENT  
CORPORATE COUNSEL

DELSAN OFFICE SYSTEMS  
CORPORATION

By:

  
SOLOMON M. HERMOSURA  
Government Corporate Counsel  
Head of the Procuring Entity

By:

  
SHERRYL K. DE GUZMAN  
Authorized Representative

SIGNED IN THE PRESENCE OF:

ACKNOWLEDGMENT


BEFORE ME, a Notary Public for and in MAKATI CITY, on this JUL 12 2024 personally appeared:

Name	Competent Evidence of Identity	Date and Place of Issue
SOLOMON M. HERMOSURA		
SHERRYL K. DE GUZMAN	DL# N23-22 302471	

known to me and to me known to be the same persons who executed the foregoing Contract, consisting of two (2) pages, including this page on which the Acknowledgment is written, and acknowledged to me that the same is their free and voluntary act and deed and that of the entities they each represent.

WITNESS MY HAND AND SEAL in the place and on the date mentioned above.

Doc. No.: 421  
Page No.: 86  
Book No.: 134  
Series of 2024.

  
ATTY. JOSHUA P. LAPUZ  
Notary Public Makati City  
Until Dec. 31, 2025  
Appointment No. PE-016-(2024-2025)  
PTR No. 10073910 Jan. 2, 2024/ Makati  
IBP Lifetime No. 04537 Roll No. 45790  
MCLE Compliance No. VII-0016370  
Valid until April 14, 2025  
G/F Fedman Bldg., 199 Salcedo St. committed to uphold justice  
Legaspi Village, Makati City under the rule of law



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## NOTICE TO PROCEED

3 July 2024

**MS. SHERRYL K. DE GUZMAN**

*Authorized Representative*

**Delsan Office Systems Corporation**

7893 Lawaan St., San Antonio Village

Makati City

Contact Number: +63 2 9266923369

Email: [sherryl.deguzman@delsanonline.com](mailto:sherryl.deguzman@delsanonline.com)

Dear Ms. De Guzman:

Notice is hereby given to **Delsan Office Systems Corporation** to commence with the Supply and Delivery of the **"Rental of 12 Units Brand New Multi-Function Printers (Managed Print Service) with Provision of Printer Consumables for the Use of the Office of the Government Corporate Counsel"** according to the terms and conditions of the attached Contract within fifteen (15) calendar days upon receipt of this notice.

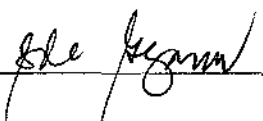
Please acknowledge receipt and acceptance of this notice by signing both copies<sup>1</sup> in the space provided below.

Sincerely yours,

  
**SOLOMON M. HERMOSURA**  
Government Corporate Counsel 

I acknowledge receipt of this Notice on \_\_\_\_\_.

Name of the Representative of the Bidder: **MS. SHERRYL K. DE GUZMAN**

Authorized Signature: 

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



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