



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

29 July 2024

MS. SHERRYL K. DE GUZMAN
Business Development Manager
Delsan Office Systems Corporation
7893 Lawaan St., San Antonio Village
Makati City
Contact Number: +63 2 9266923369
Email: 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 Four (4) Units Heavy Duty Photocopying Machines for the Use of the Office of the Government Corporate Counsel**" with a Total Contract Price of **Four Hundred Ninety-Nine Thousand Eight Hundred Pesos (PhP499,800.00)**, inclusive of appropriate taxes and fees.

Sincerely yours,


SOLOMON M. HERMOSURA
Government Corporate Counsel

Conforme:


MS. SHERRYL K. DE GUZMAN
Authorized Representative
Delsan Office Systems Corporation
7893 Lawaan St., San Antonio Village
Makati City
Date Received: 08-07-24



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CONTRACT

This CONTRACT made this 30th 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 Four (4) Units Heavy Duty Photocopying Machines 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/services in the sum of **Four Hundred Ninety-Nine Thousand Eight Hundred Pesos (PhP499,800.00)**, (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
 - iv. 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 Four (4) Units Heavy Duty Photocopying Machines for the Use of the Office of the**



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



Government Corporate Counsel” 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.

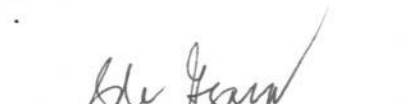
**OFFICE OF THE GOVERNMENT
CORPORATE COUNSEL**

**DELSAN OFFICE SYSTEMS
CORPORATION**

By:


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

By:


SHERRYL K. DE GUZMAN
Business Development Manager
Authorized Representative

SIGNED IN THE PRESENCE OF:

ACKNOWLEDGMENT


BEFORE ME, a Notary Public for and in **MAKATI CITY** **AUG 19 2024**, on this _____ personally appeared:

Name	Competent Evidence of Identity	Date and Place of Issue
SOLOMON M. HERMOSURA		
SHERRYL K. DE GUZMAN		

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.: 187
Page No.: 39
Book No.: 167
Series of 2024.


ATTY. JOSHUA P. LAPUZ
Notary Public Makati City
Until Dec. 31, 2025
Appointment No. M-016-(2024-2025)
PTR No. 10073910 Jan. 2, 2024/ Makati
IBP Lifetime No. 04397 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

31 July 2024

MS. SHERRYL K. DE GUZMAN

Business Development Manager

Delsan Office Systems Corporation

7893 Lawaan St., San Antonio Village

Makati City

Contact Number: +63 2 9266923369

Email: sherryl.deguzman@delsanonline.com

Dear Ms. De Guzman:

Notice is hereby given to Delsan Office Systems Corporation to commence with supply and delivery of the **"Rental of Four (4) Units Heavy Duty Photocopying Machines for the Use of the Office of the Government Corporate Counsel"**, according to the terms and conditions of the attached Contract within thirty (30) calendar days upon receipt of this notice.

Please acknowledge receipt and acceptance of this notice by signing both copies¹ 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: 

¹ Keep one copy and return the other to the Office of the Government Corporate Counsel.

