



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

19 March 2025

MS. SHERRYL DE GUZMAN
Authorized Representative
Delsan Office Systems Corporation
7893 Lawaan St., San Antonio Village,
Makati City
Contact Number: 09989955521
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 **"SUPPLY AND DELIVERY OF FIVE (5) HEAVY DUTY SCANNERS FOR THE USE OF OGCC LEGAL TEAMS"** with a total contract price of **Three Hundred Forty-Six Thousand Four Hundred Thirty (PhP346,430.00)**, inclusive of appropriate taxes and fees.

Kindly submit within two (2) working days from receipt of this Notice the copy of the original signed Price Quotation Form, Notarized Omnibus Sworn Statement, and certified true copies of the mandatory and additional eligibility requirements.

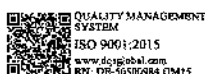
Very truly yours,


SOLOMON M. HERMOSURA
Government Corporate Counsel

Conforme:


SHERRYL DE GUZMAN
Authorized Representative
Delsan Office Systems Corporation

Date Received: 03-26-2025



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



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CONTRACT

THIS CONTRACT made this 20th day of March 2025 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. Sherry I De Guzman**, duly authorized for this purpose;

WHEREAS, OGCC requested quotations for the **"Supply and Delivery of Five (5) Heavy Duty Scanners for the Use of OGCC Legal Teams"** and has accepted the quotation of **Delsan Office Systems Corporation** for the delivery of such goods in the sum of **Three Hundred Forty-Six Thousand Four Hundred Thirty (PhP346,430.00)** (hereinafter called **"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 an 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 deliver the service of **"Supply and Delivery of Five (5) Heavy Duty Scanners for the Use of OGCC Legal Teams"** 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

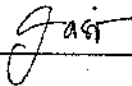
By:


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

By:


MS. SHERRYL DE GUZMAN
Authorized Representative

SIGNED IN THE PRESENCE OF:



ACKNOWLEDGMENT

BEFORE ME, a Notary Public for and in CITY OF MAKATI, on APR 10 2025 personally appeared:

Name	Competent Evidence of Identity	Date and Place of Issue
SOLOMON M. HERMOSURA		
Ms. Sherryl De Guzman	N23-22-302711	

known to me and to me known to be the same persons who executed the foregoing Contract, consisting of three 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.: 210
Page No.: 43
Book No.: 3
Series of 2025

ATTY. ROMEO M. MONFORT
Notary Public City of Makati
Until December 31, 2025
Appointment No. 04-032 (2024-2025)
PTR No. 40466008 Jan. 2, 2025 Makati City
IBP No. 488534 Dec. 27, 2024
MCLE NO. VII-0027570 Ref No. 27832
101 Urban Ave. Campos Rueda Bldg.
Brgy. Pio Del Pilar, Makati City

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NOTICE TO PROCEED

24 March 2025

MS. SHERRYL DE GUZMAN
Authorized Representative
Delsan Office Systems Corporation
7893 Lawaan St., San Antonio Village,
Makati City
Contact Number: 09989955521
Email: sherryl.deguzman@delsanonline.com

Dear Ms. De Guzman:


Notice is hereby given to **Delsan Office Systems Corporation** to commence with the provision of **"SUPPLY AND DELIVERY OF FIVE (5) HEAVY DUTY SCANNERS FOR THE USE OF OGCC LEGAL TEAMS"** according to the terms and conditions of the attached Purchase Order, within twenty (20) calendar days after receipt of this notice.

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

Very truly yours,


SOLOMON M. HERMOSURA
Government Corporate Counsel

I acknowledge receipt of this Notice on April 10, 2025
Name of Representative of the Bidder: **SHERRYL DE GUZMAN**

Authorized Signature: 

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