



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF JUSTICE  
**OFFICE OF THE GOVERNMENT CORPORATE COUNSEL**  
3rd Floor MWSS Administration Building, Katipunan Avenue  
Balara, Quezon City  
Tel. Nos. (02) 34363779 / (02) 79782044 • Fax No. (02) 34364475  
www.ogcc.gov.ph  
records@ogcc.gov.ph

**PURCHASE ORDER**

Supplier:	Doña Alejandra, Inc.	Purchase Order No.: 2025-01-0001
Address:	G/F ESNA Bldg., #30 Timog Avenue, Quezon City	Date: 31 January 2025
	0955.851.8114; Email: ivan.co@dai-solutions.ph	Mode of Procurement: Shopping [Section 52.1 (b), RIRR of RA 9184]
TIN:	006-300-311-000	

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

Place of Delivery:	OGCC Supply and Property Section 3/F MWSS Administration Building, Katipunan Avenue, Balara, Quezon City	Delivery Term: F.O.B.
Date of Delivery:	Within seven (7) calendar days from receipt of Notice to Proceed	Payment Term: Within thirty (30) working days upon receipt of SOA / Billing Statement, IAR/Certificate of Completion to be issued by the end-user & other documentary requirements.

Item No.	Unit	Quantity	Item/Description	Unit Cost	Amount
	cart	30	ORIGINAL Toner Brother TN-2480, Black; Compatible with Multi- Function Printer Brother DCP-L2550DW	2,500.00	75,000.00
			PhilGEPS Reference Number 11623844; Solicitation Number: OGCC2024-12-063 RFQ No. 2024-12-063		
			XXX XXX XXX		
			<b>TOTAL</b>		-

Total Amount in Words: Seventy-Five Thousand Pesos (PhP75,000.00), inclusive of appropriate 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.

Conforme:

**JASON IVAN L. CO**  
Signature over Printed Name of Supplier  
Date: 02/19/2025

Very truly yours,

**SOLOMON M. HERMOSURA**  
Government Corporate Counsel

Funds Available:	Amount: PhP75,000.00
 <b>EMIL CHRISTIAN V. RAGASA</b> Accountant IV	OBR No.: _____ PhP75,000.00



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



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### **NOTICE OF AWARD**

30 January 2025

**MR. JASON IVAN L. CO**

*Authorized Representative*

Doña Alejandra Inc.

G/F ESNA Bldg., #30 Timog Avenue, Quezon City

Contact No. 09558518114 / 89217715


Email: [ivan.co@dai-solutions.ph](mailto:ivan.co@dai-solutions.ph)

Dear Mr. Co:

We are pleased to inform you of the Office of the Government Corporate Counsel's (OGCC) acceptance of **Doña Alejandra Inc.'s Quotation** for the **Supply and Delivery of Thirty (30) Toners and Cartridges** for the **Office of the Government Corporate Counsel**, with a Total Contract Price of **Seventy-Five Thousand Pesos (PhP75,000.00)**, inclusive of appropriate taxes and fees.

Kindly submit within three (3) working days from receipt of this Notice the copy of the Original signed Price Quotation Form, Authorization and certified true copies of the eligibility requirements.

Very truly yours,

  
**SOLOMON M. HERMOSURA**  
Government Corporate Counsel

Conforme:

  
**MR. JASON IVAN L. CO**

*Sales Representative*

Doña Alejandra Inc.

G/F ESNA Bldg., #30 Timog Avenue, Quezon City

Contact No. 09558518114 / 89217715

Email: [ivan.co@dai-solutions.ph](mailto:ivan.co@dai-solutions.ph)

Date Received: 02/19/2025

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**NOTICE TO PROCEED**

3 February 2025

**MR. JASON IVAN L. CO**

*Authorized Representative*

Doña Alejandra Inc.

G/F ESNA Bldg., #30 Timog Avenue, Quezon City

Contact No. 09558518114 / 89217715

Email: ivan.co@dai-solutions.ph


Dear Mr. Co:

Notice is hereby given to Doña Alejandra Inc. to commence with the **Supply and Delivery of Thirty (30) Toners and Cartridges for the Office of the Government Corporate Counsel**, 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,

  
**SOLOMON M. HERMOSURA**  
*Government Corporate Counsel*

I acknowledge receipt of this Notice on 02/19/2025   
Name of Representative of the Bidder: **MR. JASON IVAN L. CO**

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