



## NOTICE OF AWARD

**PACIFIC OFFICE SOLUTIONS, INC.**  
Pacific Office Machines Bldg., 28 EDSA, Greenhills,  
San Juan City, Metro Manila

**Attn: MS. DELIZA G. RIDOLOS**  
Vice-President

Greetings!

Pursuant to BAC Resolution No. 704, s. 2021 dated 01 December 2021, and in behalf of the Catanduanes State University, the undersigned hereby **AWARDS** to your Company the **PROCUREMENT OF STENOGRAPH SHORTHAND MACHINE with Reference No. 8159110**, to wit:

<i>Description</i>	<i>Total Contract Price</i>
<b>Procurement of Stenograph Shorthand Machine</b>	<b>₱3,198,998.00</b>

In connection hereof, you are hereby directed to post your Performance Security in favour of the Catanduanes State University, in an amount equal to a percentage of the total contract price in accordance with the following schedule:


<i>Form of Performance Security</i>	<i>Amount of Performance Security (Not less than the required percentage of the Total Contract Price)</i>
a) Cash, cashier's/manager's check issued by a Universal or Commercial Bank.	Five percent (5%)
b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: <i>Provided, however</i> , That it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	Five percent (5%)
c) Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)

whichever you may deem convenient, within **ten (10) days** from receipt of this Notice.




Your failure to post the required Performance Security shall constitute sufficient ground for the immediate cancellation of this award and the forfeiture of your Bid Security.

December 9, 2021, Virac, Catanduanes

  
**PATRICK ALAIN T. AZANZA, Ph.D.**  
SUC President III *GP*

Conforme:

  
**MS. DELIZA B. RIDOOSO**  
Date: December 10, 2021