



Republika ng Pilipinas  
**KAGAWARAN NG KATARUNGAN**  
*Department of Justice*  
Manila

**NOTICE OF AWARD**

**MS. SHERYL DE GUZMAN**  
*Business Development Manager*  
**DELSAN OFFICE SYSTEMS CORPORATION**  
7893 Lawaan Street,  
San Antonio Village, Makati City  
Philippines 1203

Dear **Ms. De Guzman**:

We are pleased to inform you that your quotation for the **supply and delivery of ink cartridges for Epson L3250 printers** in the amount of **One Million One Hundred Thirty Seven Thousand Five Hundred Twenty Eight Pesos (P1,137,528.00)**, undertaken through Competitive Bidding pursuant to Section 10 of Republic Act No. 9184 and its Revised Implementing Rules and Regulations, has been determined to be the lowest calculated and responsive bid.

In this regard, please submit within a non-extendible period of ten (10) calendar days from receipt hereof the following documents:

- a) Performance Security; and
- b) Signed and scanned Notice of Award.

A Purchase Order shall be issued once you have signified your conformity by signing the space below and return the same to the Procurement Management Division (PMD). Pursuant to the Department's policy, you have two (2) working days to return this Notice of Award to the PMD. Your failure to do so shall constitute a sufficient ground to rescind this award.

We appreciate your interest in this opportunity and we look forward to your satisfactory performance of your obligations under this project.

Very truly yours,

**JESSE H.T. ANDRES**

*Undersecretary*

*Head of the Procuring Entity*

As per DO No. 292 dated 01 July 2022

Conforme:

Sherry De Guzman / August 7, 2023

Printed name and signature of the representative