



**SUBIC BAY METROPOLITAN AUTHORITY  
PROCUREMENT & PROPERTY MANAGEMENT DEPARTMENT**

Room 201 Bldg. 255, Barryman Road, Subic Bay Freeport Zone 2222 Philippines  
Tel. Nos. (047) 252-4214/ 4124/ 4424/ 4210/ 4282/ 4211/ 4503 Fax No. (047) 252-4284

Departmental Quality Form  
PPD-CF-20  
Rev. No. 02  
Effectivity Date: 03-30-2017

## PURCHASE ORDER

DSO 4211

Page 1 of 1

Supplier/Contractor: <b>XYMBOLIC IT SOLUTION PROVIDER CORPORATION</b>	P.O. No.: <b>230049</b>
POC & Designation: <b>ALONA A. CRUZ, Sales Manager</b>	Date: <b>May 17, 2023</b>
Business Address: <b>16 Mt. Apo Street, 1st Street East Tapinac, Olongapo City</b>	P.R. No.: <b>00007-23-0323-0107</b>
Tel./Fax Nos.: <b>047 222-8707 loc 100 / 0966-690-0532 viber</b>	Date:
TIN: <b>739-829-004-000</b>	Procurement Mode: <b>SHOPPING</b>
Bus. Permit No./Exp. Date: <b>2019-0000380 / 31December2023</b>	
PhilGEPS Reg. No./Exp. Date <b>2019-269895</b>	

**Gentlemen:**

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

Place of Delivery: <b>PPMD-Receiving Section, Bldg. 709, Burgos Street cor. Quezon St., Subic Bay Freeport Zone (Tel. 047-252-4432)</b>					
Delivery Terms: <b>DELIVER W/IN 7-14 CALENDAR DAYS</b>	Payment Terms: <b>30 DAYS</b>				
L/I #	Stock No.	Qty.	Unit	Unit Cost	Amount
1	<b>BOX. MAINTENANCE, EPSON C13T04D100 FOR L6150</b>  <b>OFFER: EPSON</b>  xxxxxxxxxxxxxxxxx nothina follows xxxxxxxxxxxxxxxxxxxxxx  Note:  Item # 2 awarded under PO#230050 Original procurement documents attached to this PO#230049           <b>PURPOSE:</b> Replacement of defective and additional maintenance box for Epson L6150 printers distributed in SBMA Depts/Offices	50	EA	460.00	23,000.00
<b>GRAND TOTAL:</b>					<b>P 23,000.00</b>

Chargeable to: **MANAGEMENT INFORMATION SYSTEMS OFFICE**

Total Amount in Words: **Twenty Three Thousand Pesos only**

*In case of failure to make the full delivery within the time specified, a penalty of one-tenth (1/10) of one percent for every delay shall be imposed.*

Conforme:

**Alona A. Cruz**  
 Signature over Printed Name of Supplier  
 Date: **May 22, 2023**

**DENNIS ROLANTE BAVIERA**  
 OIC, PPMD

Funds Available:  <b>EDITHA L. MARZAL</b> Manager, Financial Planning and Budget Department	BUR No.: <b>2305.1303</b> Date: <b>5/18/23</b> Amount: <b>P 23,000.00</b>
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# NOTICE OF AWARD

May 17, 2023

**MS. ALONA A. CRUZ**  
Sales Manager  
**XYMBOLIC IT SOLUTION PROVIDER CORPORATION**  
16 Mt. Apo Street, 1st Street East Tapinac, Olongapo City  
Tel No. : 047 222-8707 loc 100 / 0966-690-0532 viber

Dear Madam,

Please be informed that your proposal/quotation for the **Supply and Delivery of Maintenance Box for Epson Printers** under Purchase Request No. **00007-23-0323-0107** (PO No. **230049**) with the contract price of **P23,000.00** is found to be in accordance with the specification requirements, and is hereby accepted.

In connection thereto, the SBMA is hereby awarding the contract for the project in favor of your company in the aforesaid amount with a delivery period of **within Seven to Fourteen (7-14) calendar days upon receipt of Notice to Proceed (NTP)**.

Truly yours,

**DENNIS ROLAN E. BAVIERA**  
Officer-In-Charge

May 22, 2023

I acknowledge receipt of this Notice on: \_\_\_\_\_  
Name of Representative of the Bidder: Alona A. Cruz  
Authorized Signature: \_\_\_\_\_





## NOTICE TO PROCEED

May 17, 2023

MS. ALONA A. CRUZ  
**Sales Manager**  
XYMBOLIC IT SOLUTION PROVIDER CORPORATION  
**16 Mt. Apo Street, 1st Street East Tapinac, Olongapo City**  
Tel. No. 047 222-8707 loc 100 / 0966-690-0532 viber

Dear Madam,

The attached **Purchase Order**, having been approved, notice is hereby given to **XYMBOLIC IT SOLUTION PROVIDER CORPORATION** that work may commence for the **Supply and Delivery of Maintenance Box for Epson Printers** effective upon signing of **Purchase Order No. 230049** within the agreed schedule of services thereon after the receipt of notice.

Upon receipt of this notice, you are responsible for performing the services under the terms and conditions of the agreement in accordance with the implementation schedule.

Please acknowledge receipt and acceptance of this in the space provided below. Keep one copy and return the signed document to Subic Bay Metropolitan Authority.

Very truly yours,

**DENNIS ROLAN E. BAVIERA**  
Officer-In-Charge

Received by the Bidder:  
Alona A. Cruz

Date: May 22, 2023

