



PHILGUARANTEE

Philippine Guarantee Corporation

NOTICE OF AWARD

22 September 2020

MR. DOMINIC F. TAJON
Sales and Marketing Manager
APO Production Unit, Inc.
2nd Floor PIA Bulding
Visayas Avenue, Quezon City

Dear Mr. Tajon:

This is to advise you that upon the recommendation of the Philippine Guarantee Corporation Bids and Awards Committee, the contract for the printing of 1000 pads (carbonless, triplicate copies, personalized, black print) of PHILGUARANTEE Official Receipts is awarded to **APO Production Unit, Inc.** in the total amount of **Pesos: One Hundred Forty One Thousand One Hundred Twenty (P141,120.00)**, inclusive of applicable taxes.

Very truly yours,

Digitally
Signed by:
Pascual,
Alberto E.

ALBERTO E. PASCUAL
President and Chief Executive Officer



PHILGUARANTEE

Philippine Guarantee Corporation

Ref. CMD/M-2020-005

16 September 2020

MEMORANDUM

FOR : **THE CHAIRPERSON**
Bids and Awards Committee

FROM : **THE VICE PRESIDENT**
Cash Management Department (CMD)

SUBJECT : **PHILGUARANTEE OFFICIAL RECEIPTS**

Pursuant to Section 3.1 of BIR Regulation No. 18-2012 in the Processing of Authority to Print (ATP) Official Receipts (ORs), may we request to conduct the Agency-to-Agency mode of procurement on above subject. As provided in **Appendix 20 "Guidelines on the Procurement of Printing Services" of the IRR of RA. 9184**, the printing of Accountable Forms and Sensitive High Quality/Volume Requirements shall only be undertaken by the recognized government printers namely: Bangko Sentral ng Pilipinas (BSP), National Printing Office (NPO) and APO Production Unit, Inc. (APO). For the past years, the NPO has rendered the printing of PhilEXIM's ORs while in the case of HGC, it has been purchasing ROP OR from NPO.

In compliance to the requirement of R.A. 9184, CMD has sent Requests for Quotation (RFQs) to NPO and APO. It should be noted that the BSP does not accept printing request from other agencies

Based on the submitted RFQs, we recommend that the printing of ORs be undertaken by APO for being the lowest and responsive bidder.

The Approved Budget Contract for the said procurement is One Hundred Seventy Thousand Pesos (PhP170,000.00). This is included in the 2020 Annual Procurement Plan.

Attached are the necessary documents required for your approval.

Thank you.

MILDRED S. VIRAY