



**NOTICE OF AWARD**

September 27, 2024

The Manager  
COPYLANDIA OFFICE SYSTEM CORPORATION  
Megatower Residences, Sandico Cor.  
Tecson Street, Salud Mitra,  
Baguio City

**Dear Sir/Ma'am**


We are pleased to inform you that the project: **Supply & Delivery of TN223K Toner Cartridge with (Purchase Request No.: 2024-09-1508 and RFQ-2024-1242)** is hereby awarded to your firm at its bid cost equivalent to **Fifty Five Thousand Pesos Only. (PHP 55,000.00)**

You are therefore required within three (3) days from receipt of this Notice of Award to formally enter into contract with the University. Please acknowledge receipt and acceptance of this Notice by signing in the space provided below. Keep one copy and return the other to the University.

Very truly yours,

  
**FELICE SALAING COMILA**  
University President

**CONFORME/AWARD ACCEPTED**

Authorized Signature STE   
Name of Bidder / Representative STEPHANIE TOYABAN  
Date of Receipt October 28, 2024