



**Department of National Defense**  
**PHILIPPINE AEROSPACE DEVELOPMENT CORPORATION**

PADC Hangar 2, General Aviation Area, Old Mia Road Pasay City, Philippines



08 June 2022

**NOTICE TO PROCEED**

**CRON OFFICE SYSTEMS INC.**

No. 346 Brgy. San Juan  
Taytay, Rizal

Dear Sir/Madam:

This is to inform you that Service Order No. **L2022-04-0002** for the rental of Printer/Copier Machine inclusive of consumables with no additional cost in excess of 5,000 copies and with provision of spoilage.

Terms:

One (1) year  
No deposit  
Free installation, delivery and training

has been approved by the concerned authorities of the Philippine Aerospace Development Corporation in the total amount of **Forty-Six Thousand Eight Hundred Pesos (P/ 46,800.00)**.

Accordingly, you are hereby directed to commence delivery in accordance with the terms and conditions as stipulated in Purchase Order No. **L2022-04-0002**.

Please sign in the space provided at the bottom of this page to acknowledge receipt and acceptance of this notice.

Thank you.

Recommending Approval:

*ambusemin*  
**ANNIE N. BERSAMIRA**  
BAC, Chairperson

Approved by:

*Raymond L. Mitra*  
**RAYMOND L. MITRA**  
Acting President and CEO

Conforme:

*John Mark L. Lora*  
Printed Name and Signature

Date: 09 June 2022

Contact No. 8712-3933



**Department of National Defense**  
**PHILIPPINE AEROSPACE DEVELOPMENT CORPORATION**

PADC Hangar 2, General Aviation Area, Old Mia Road Pasay City, Philippines



06 April 2022

## NOTICE of AWARD

**CRON OFFICE SYSTEMS INC.**

No. 346 Brgy. San Juan  
Taytay, Rizal

Dear Sir/Madam:

We are pleased to inform you that your offer for the rental of Printer/Copier Machine inclusive of consumables with no additional cost in excess of 5,000 copies and with provision of spoilage.

**Terms:**

One (1) year

No deposit

Free installation, delivery and training

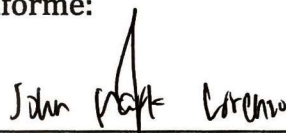
with a total amount of amount of **Forty-Six Thousand Eight Hundred Pesos (P/ 46,800.00)** inclusive of appropriate taxes and fees, being the Lowest Calculated and Responsive Quotation, has been accepted pursuant to BAC Resolution for NOA No. 2022-005.

If you agree with the contract award, please sign in the space given below to acknowledge receipt and acceptance of this notice. You may retain a copy and return the original copy as soon as possible to this office.

Very truly yours,

  
**RAYMOND L. MITRA**  
Acting President and CEO

Conforme:



Printed Name and Signature

Date: 11 Apr. 2022

Contact No. 8-712-3933



# PURCHASE ORDER

## PHILIPPINE AEROSPACE DEVELOPMENT CORPORATION

Entity Name

Hangar No. 2, Gen. Aviation Area, Domestic Rd., Pasay City

Supplier : <b>CRON OFFICE SYSTEMS INC.</b>	S.O. No. : <b>SO#L2022-04-0002</b>
Address : <b>No. 346 Brgy. San Juan Taytay Rizal</b>	Date : <b>6-Apr-22</b>
TIN : <b>763-953-196-000</b>	Mode of Procurement : <b>Shopping</b>

Gentlemen:

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

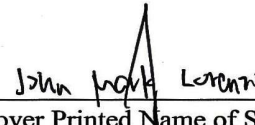
Place of Delivery : <b>Hangar No. 2, GAA, Domestic Rd., Pasay City</b>	Delivery Term : <b>delivery with installation</b>
Date of Delivery : <b>15 days after receipt of NTP</b>	Payment Term : <b>monthly payment</b>

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	unit	<b>Rental of Multifunction Copier</b> <b>*****nothing follows*****</b> <b>Terms:</b> <b>One (1) year</b> <b>Free installation, delivery and training</b> <b>Technical Specifications:</b> - Copier, Network Printer, & Network Scanner - Print 600x600 dpi - A4, Letter, Long, and A3 size - Copy/Print speed: 45ppm for A4/Legal and 31ppm for A3 - First Copy Time: 2.9 sec - Continuous Copy: 999 copies - Duplex Automatic Document Feeder: For back to back (Copy/Print) - With Electronic Sorting and Collating <b>Inclusions:</b> - Consumables and Parts, except copy paper - Monthly free check-up / service maintenance - With 2% allowance of spoilage  <b>Purpose:</b> for H2 and H3 usage <b>References:</b> PR#ASD2022-03-L00; RIS#ASD2022-03-02	1	46,800.00	<b>P 46,800.00</b>

(Total Amount in Words) **FORTY SIX THOUSAND EIGHT HUNDRED PESOS** **PHP 46,800.00**

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

Conforme:

  
 Signature over Printed Name of Supplier

11 April 2022  
 Date

Very truly yours,

  
**RAYMOND L. MITRA**  
 Signature over Printed Name of Authorized Official

Acting President and CEO  
Designation

Fund Cluster : \_\_\_\_\_  
Funds Available : \_\_\_\_\_

**MAITA T. TARRAYO**  
 Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit

ORS/BURS No. : \_\_\_\_\_  
Date of the ORS/BURS: \_\_\_\_\_  
Amount : \_\_\_\_\_