



Republic of the Philippines  
Department of Education

REGION IV- A CALABARZON  
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

NOA-ITB-GOODS-2025-002 (Lot 5)

**NOTICE OF AWARD**

October 21, 2025

**Mr. XAVIER P. GAPAZ**

*Authorized Representative/  
Business Development Manager  
Adarna House, Inc.  
No. 109 Scout Fernandez  
Cor Scout Torillo  
Sacred Heart District 4  
Quezon City*

**Project: Procurement of Supplementary Learning Resources (SLRs) for the School Libraries - Learning Area References (Lot 5)**

**Project No.: ITB-GOODS-2025-002 (Lot 5)  
ABC: Php105,170.00**

Dear Mr. Gapaz:

We are pleased to notify that your bid for the Project is hereby accepted in the total amount of PHILIPPINE PESOS **One Hundred Five Thousand One Hundred Sixteen Pesos only (Php105,116.00)**.

You are therefore required within ten calendar days from your receipt of this Notice of Award, to submit to us the following documents as condition for the signing of the contract:

**FORM OF PERFORMANCE SECURITY  
(Pre-Requisite to Issuance of Notice to Proceed)**

- a) **Ten percent (10%)** of the total contract price in the form of cash; cashier's check, or manager's check issued by a universal or commercial bank; bank draft, bank guarantee or irrevocable letter of credit issued by a universal or commercial bank, provided, that it shall be confirmed or authenticated by a universal or commercial bank if issued by a foreign bank; the performance security shall be callable on demand without the necessity on our part to substantiate our demand or prove or

show grounds or reasons for our demand for the total sum specified herein.

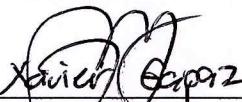
- b. **Thirty percent (30%)** of the total contract price in the form of a surety bond or insurance company duly certified by the Insurance Commission as authorized to issue such security.

You are hereby required within the said ten (10) calendar days to formally sign the Contract Agreement. Failure to enter a contract with us or submit the Performance Security shall constitute sufficient grounds for cancellation of this award, forfeiture of your bid security or enforcement of your Bid Securing Declaration, and imposition of appropriate sanctions.

Very truly yours,

**CELEDONIO B. BALDERAS, JR.**  
Schools Division Superintendent/  
Head of Procuring Entity

**CONFORME:**

  
\_\_\_\_\_  
Signature Over Printed Name

Adarna House, Inc.  
Name of Company

Nov. 3, 2025  
(Date)