



Republic of the Philippines
Department of Budget and Management
PROCUREMENT SERVICE
RR Road, Cristobal Street, Paco, Manila



LETTER ORDER No. : PO20-00547

KOLLAB GURU GROUP INC.
G/F Unit 18 BASA Twin Towers, Bank Drive
Ortigas Center, Mandaluyong City
Metro Manila

Date : November 10, 2020
Bidding No.: IBAC-005-20
Date of Opening : February 12, 2020

Please deliver the article(s)/product(s)/supplies/materials listed below priced in accordance with your Quotation No. _____ dated _____ subject to the Terms and Conditions enumerated below.

ITEM	QTY	UNIT	ARTICLES/DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	1	lot	Subscription of Email and Collaboration Tool(1year) PR19-0735 for ITSD NOA No. INTBAC-005-20 Resolution No. PS-BAC-20-01-09 PB No. 19-008-2019 * EMAIL AND COLLABORATION TOOL ONE (1) YEAR SUBSCRIPTION * A warranty covered by either retention money or special bank guarantee equivalent to at 1% of the payment on the contract price shall be required for a period of three (3) months after the end user's date of the final acceptance. * Please submit DR-Invoice to the Admin Division (GSD) ===== - Subject to Expanded Withholding Tax, Final Withholding Tax and Other Percentage Taxes Reference: RA 9337 Revenue Regulation Nos. 16-05, 14-02, 12-01, and 2-98.	1,569,816.00	1,569,816.00
Price Validity: 0 Calendar Days				Total Amount: Php	1,569,816.00

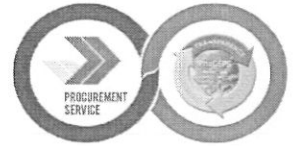
Place of Delivery : RR ROAD CRISTOBAL ST. PACO MANILA	Delivery Instruction : within thirty (30) calendar days from receipt of the notice to proceed (NTP)
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Certified Correct: MARK ANTHONY G. HUERTAS OIC, GSD	10-Nov-2020 Date
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FUNDS AVAILABLE Php 1,569,816.00	 ALLAN RAUL M. CATALAN Chief Accountant
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APPROVED BY: for USEC. LLOYD CHRISTOPHER A. LAO Executive Director	11/10/2020 Date
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Supplier's copy received by:	Signature Over name in print	Date Received
_____	_____	_____



NOTICE TO PROCEED

MR. HERALD M. UY DE BARON

Authorized Representative

KOLLAB GURU GROUP INC.

G/F Unit 18 BSA Twin Tower, Bank Drive

Ortigas Center, Mandaluyong City

Contact No/s: 637-3401 / 09178268465

accounts@kollab.ph / ruffa@kollab.ph

Dear Mr. Uy De Baron:


The attached Letter Order having been approved, notice is hereby given to **KOLLAB GURU GROUP INC.** that performance on the **SUPPLY, DELIVERY AND COMMISSIONING FOR ONE (1) YEAR SUBSCRIPTION OF EMAIL AND COLLABORATION TOOL FOR PROCUREMENT SERVICE (PS)** for Lot No. 1 under **PB No. 19-008-2019** shall commence effective on the date of receipt of this Notice:

LOT	UOM	ITEM DESCRIPTION	ABC	UNIT PRICE	TOTAL BID PRICE
1	Lot	Email and Collaboration Tool (1 Year Subscription)	₱ 1,998,338.24	₱ 1,569,816.00	₱ 1,569,816.00
Amount in words: One Million Five Hundred Sixty Nine Thousand Eight Hundred Sixteen Pesos Only					

Upon receipt of this notice, you are responsible for performing the services under the terms and conditions provided in the Letter Order/Contract and in accordance with the Delivery Schedule.

Please acknowledge receipt of this notice by signing on the space provided below.

Very truly yours,

for 
 11/10/2020
LLOYD CHRISTOPHER A. LAO
Undersecretary/OIC – Executive Director

Date of receipt of this Notice: _____

Name of Authorized Representative: _____

Signature of Authorized Representative: _____