	JOHN HAY MANAGEMENT CORPORATION	Document Code	JHMC-GSD-Form 023
	NOTICE OF AWARD (NOA)	Revision Number	0
		Page Number	1 of 2
	INTERNAL FORM	Effectivity Date	23 November 2015

7 May 2024

**Ms. LORAINÉ AGUSTIN MALUBAG**  
 Owner/ General Manager  
**Lambert Trading**  
 107 Marcos District, Talavera, Nueva Ecija

Dear Ms. Malubag:


We are pleased to inform you that JOHN HAY MANAGEMENT CORPORATION (JHMC) is hereby awarding the contract to **Lambert Trading** for the **PROCUREMENT OF OFFICE AND OTHER SUPPLIES FOR CY 2024** for the total amount of **ONE MILLION THREE HUNDRED FORTY-SIX THOUSAND NINE HUNDRED TWENTY-FIVE PESOS AND SEVENTY-FIVE CENTAVOS (PhP1,346,925.75)**, inclusive of all applicable taxes, to be completed until second (2<sup>nd</sup>) week of October upon the effectivity of the Notice to Proceed.

You are therefore required **within ten (10) calendar days** from receipt of this Notice to submit the following documents which form part of the contract as per the Revised IRR of RA9184:

- Performance Security (valid for 2 years)** in an amount equal to a percentage of the total contract price in accordance with the Revised Implementing Rules and Regulations of Republic Act No. 9184 as provided for in Section 39.2 thereof:

*Section 39.2. The performance security shall be in an amount not less than the required percentage of the total contract price in accordance with the following schedule:*

<i>Form of Performance Security</i>	<i>Amount of Performance Security (Not less than the required percentage of the Total Contract Price)</i>
<i>a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.</i>	<i>Five percent (5%)</i>
<i>b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.</i>	
<i>c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.</i>	<i>Thirty percent (30%)</i>

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Failure to provide the required Performance Security within the period above-stated shall constitute a sufficient ground for the cancellation of this award and the forfeiture of your Bid Security

For further inquiries and/or concerns, please contact us through the Project Management Division: 074-422-4360 or visit us at JHMC Office Complex, John Hay Special Economic Zone, Camp John Hay, Baguio City.

Kindly submit the above requirements within the given period to the **ASD-GSD Procurement Unit** located at the Second (2<sup>nd</sup>) Floor of the JHMC Office Complex, John Hay Special Economic Zone, Camp John Hay, Baguio City.

Please acknowledge receipt and acceptance of this Notice by signing the three (3) copies on the space provided below and return the two (2) copies to JHMC.

Truly yours,



**ALLAN RAZON GARCIA**  
President and Chief Executive Officer

I acknowledge receipt of this Notice on: May 13, 2024

Proprietor/ Authorized Representative of the Bidder: Lorraine A. Malinbag

Signature: \_\_\_\_\_  
