



Republic of the Philippines  
Department of Agriculture  
**AGRICULTURAL TRAINING INSTITUTE**

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Ref. No. 2020-11-2010  
November 9, 2020

**Ms ANALISA D. ALVAREZ**  
Account Officer  
**METRO PAPER CONVERTER PHILS. CORP**  
Stuttgard St., Mercedes Business Park  
Cainta, Rizal  
Contact Nos.: 7978-7909 / 0977-812-4060  
Email: [mppcpc2011@gmail.com](mailto:mppcpc2011@gmail.com)

Dear **Ms. ALVAREZ**:

We are happy to notify you that the **CONTRACT** for the **SUPPLY AND DELIVERY OF OFFICE SUPPLIES (BOOKPAPER)**, is hereby awarded to **METRO PAPER CONVERTER PHILS. CORP** at the Contract Price equivalent to **TWO MILLION ONE HUNDRED SIXTEEN THOUSAND FOUR HUNDRED PESOS ONLY (P 2,116,400.00)**.

You are therefore required within seven (7) days from the receipt of this Notice of Award, to formally enter into the contract with us and submit the Performance Security in the form and the amount stipulated in the Instruction to Bidders.


Failure to enter into the said contract or provide the Performance Security shall constitute a sufficient ground for cancellation of this award.

Thank you.

Truly yours,

  
**ALFREDO S. ATON, MPS-DM**  
Director IV

CONFORME:

  
Name and signature of the Bidder's Representative

11/17/2020  
Date Received

