



Republic of the Philippines
PROVINCE OF DAVAO ORIENTAL
Municipality of Manay

NOTICE OF AWARD

February 20, 2013

TO: **DAVAO SVN MARKETING**

ADDRESS: **DAVAO SVN MARKETING**
Villademoso-Door 2 Villegas Building
Sandawa Road, Davao City

PROJECT: **MEDICINE**

You are notified that your Bid dated, January 1, 2013 for the above Contract has been considered. You are the apparent Successful Bidder and have been awarded a contract for the procurement of medicine, equivalent to **Five Hundred Ninety Four Thousand One Hundred Pesos (P 594,000.00)**, as indicated in your total of schedule unit prices.

You are hereby required within 10 days(10) calendar days from receipt of this notice, to formally enter into contract with us, and to submit the Performance Security in the form and the amount stipulated in the instruction to Bidders.

Failure to comply with these conditions within the time specified will entitle OWNER to consider your bid in default, to annul this Notice of Award and to declare your Bid Security forfeited.

By: **JON MARCO M. DAYANGHIRANG**
(AUTHORIZED SIGNATURE)

Municipal Mayor

ACCEPTANCE OF AWARD

DAVAO SVN MARKETING

By: _____
(AUTHORIZED SIGNATURE)

(TITLE)

(DATE)

Sample Termination Letter

Termination Letters are never pleasant, whether you write one or receive one. Composing such a letter is never easy, but the process can be simplified by following the general outline of this termination letter sample.

Date: MM/DD/YYYY

To: Charles Radisson, SS #123-45-6789

We regret to inform you that your employment with [company name] shall be terminated on October 9th, 1998, for the following reasons:

1. Repeated tardiness
2. Excessive absences
3. Inability (or unwillingness) to follow directions

Severance payments shall be made in accordance with company policy. I recommend that you begin to plan for your future insurance needs because the firm shall not maintain insurance coverage for you beyond the date of termination.

Please arrange to return any company property that is in your possession.

Although we regret the situation, this act is compulsory.

Respectfully,

[Signature]

Mr. Always Right Manager

NOTICE OF AWARD

February 20, 2013

TO: **DAVAO SVN MARKETING**

ADDRESS: **DAVAO SVN MARKETING**
Villademoso-Door 2 Villegas Building
Sandawa Road, Davao City

PROJECT: MEDICINE

You are notified that your Bid dated, January 1, 2013 for the above Contract has been considered. You are the apparent Successful Bidder and have been awarded a contract for the procurement of medicine

(Indicate total Work, alternates or sections or Work awarded)

The Contract Price of your contract is _____
_____ (\$ _____), as indicated in your total of schedule unit prices.
[Insert appropriate data in the Unit Prices. Change language for Cost Plus contracts.]

Four (4) copies of each of the proposed Contract Documents accompany this Notice of Award. There are _____ () drawings for this Contract.

You must comply with the following conditions precedent within **ten days** of the date of this Notice of Award, that is by

INSERT DATE

1. You must deliver to the OWNER **four (4)** fully executed counterparts of the Agreement including all the Contract Documents. Each of the Contract Documents must bear your signature on the cover and on page 00500-7 of the contract.

2. You must deliver with the executed Agreement the Contract Security and Insurances (Bonds and Insurances) as specified in the Instructions to Bidders, and the General Conditions.

3. (List other conditions precedents).
List Owner and Penn DOT as additional insurers on insurance certificate.

Failure to comply with these conditions within the time specified will entitle OWNER to consider your bid in default, to annul this Notice of Award and to declare your Bid Security forfeited.

Within **ten days** after you comply with the above conditions, OWNER will return to you one fully signed counterpart of the Agreement with the Contract Documents attached.

(OWNER)

By: _____
(AUTHORIZED SIGNATURE)

(TITLE)

ACCEPTANCE OF AWARD

(CONTRACTOR)

By: _____
(AUTHORIZED SIGNATURE)

(TITLE)

(DATE)

Thank-You Letter

Send a thank you letter to express gratitude to the letter recipient. The circumstances under which you would convey thanks are varied and include both business and personal types of situations. As is the case with all letters, the style and wording you use in a letter depends on the specific circumstances.

Use appropriate tone in your letters, depending on your audience. For example, if you know the recipient well and are not sending a formal thank you letter, you can use more casual tone. Most business letters call for a formal style. In general, it is best to keep letters as short and concise as possible while still communicating the necessary information.

Feel free to customize and modify any of these letters according to your individual needs. If possible, send thank you letters promptly and in a timely fashion. For example, if you are thanking someone for a gift, send the letter as soon as possible after receiving the gift.

NOTE: In all letters, brackets indicate information that you should fill in. Remove the brackets when you have modified the text to your liking.

Your Name
Your Address
Your City, State, Zip Code
Your Phone Number
Your Email

Date MM/DD/YYYY

Name
Title
Organization
Address
City, State, Zip Code

Dear [First Name, or Mr./Ms. Last Name, if you do not know the person well]

Thank you for all your help with [describe the help you were given].

I especially appreciated the information and advice you offered and the contacts you shared with me. Your assistance has been invaluable during this process.

Again, thank you so much. I greatly appreciate your generosity.

*Republic of the Philippines
PROVINCE OF DAVAO ORIENTAL
Municipality of Manay*

NOTICE TO PROCEED

June 17, 2011

*WORKSITE TECHNOLOGY SERVICES, INC.
Burgos.St. Brgy Sainz
Mati, Davao Oriental*

*Subject: Project Name
 Project No.*

Dear (Insert Name):

This is your notice that the performance period shall start on (Insert Date), and be completed by(Insert Name) in accordance with the (Insert No. Days) calendar days allowed under the contract. Please be sure to review Paragraph 2.2 in the contract proper pertaining to Liquidated Damages.

For our mutual benefit, a survey with the College Project Manager, (insert Name) will be done prior to start of the project and you will accept the site construction. Damages and Irregularities existing on the site, not noted during this pre- construction survey, may be assumed to be caused by your operation.

A copy of all communications must be provided to the DMJM/JGM program Manager at 515 south flower Street, Ninth floor, Los angeles, California 90071.

We are looking forward to a cooperative and expeditious completion of the project.

Very truly yours,

(Insert Name Name College Project Manager Firm

Insert Name and Title of college Project Manager Representative

***Republic of the Philippines
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Municipality of Manay***

NOTICE OF AWARD

Dated: June 15, 2011

TO: WORKSITE TECHNOLOGY SERVICES, INC.

**ADDRESS: Burgos St., Brgy. Central
Mati, Davao Oriental**

PROJECT: DESKTOP

*You are notified that your Bid dated, June 10, 2011 for the above contract has been considered. You are the apparent Successful Bidder and have been awarded a contract for the **PROCUREMENT OF 16 UNITS Desktop.***

*The Contract Price of your contract is **Four Hundred Eight thousand Pesos (P408,000.00)**, as indicated in your total of schedule unit prices.*

*Any required documents shall be submitted to be thoroughly justified. You must comply within **ten days** from receipt by the bidder of the notice from the BAC.*

PROCURING ENTITY:

JON MARCO M. DAYANGHIRANG
Municipal Mayor

ACCEPTANCE OF AWARD

WORKSITE TECHNOLOGY SERVICES, INC.
(CONTRACTOR)

By: _____
(AUTHORIZED SIGNATURE)

(TITLE)

(DATE)

Republic of the Philippines
PROVINCE OF DAVAO ORIENTAL
Municipality of Manay

NOTICE OF AWARD

Dated: June 15, 2011

TO: KINGS TECHNOLOGY MARKETING

ADDRESS: DAVAO CITY

PROJECT: 9 units LAPTOP

You are notified that your Bid dated, June 10, 2011 for the above contract has been considered. You are the apparent Successful Bidder and have been awarded a contract for the procurement of 9 Units Laptops(with Specs).

The Contract Price of your contract is Three Hundred Fifty Seven Thousand Seven Hundred Fifty Pesos (P 357,750.00), as indicated in your total of schedule unit prices.

*Any required documents shall be submitted to be thoroughly justified. You must comply within **ten days** from receipt by the bidder of the notice from the BAC.*

PROCURING ENTITY:

JON MARCO M. DAYANGHIRANG

Municipal Mayor

ACCEPTANCE OF AWARD

KINGS TECHNOLOGY

By: _____
(AUTHORIZED SIGNATURE)

(TITLE)

(DATE)