



Department of Social Welfare and Development

Department of Social Welfare and Development

Field Office MIMAROPA

Tel. No. (02) 5366-8106 /8107 Local 24052/24051

www.fo4b.dswd.gov.ph

Email Address: [fo4b@dswd.gov.ph](mailto:fo4b@dswd.gov.ph)/[procurement.fomimaropa@dswd.gov.ph](mailto:procurement.fomimaropa@dswd.gov.ph)

## NOTICE OF AWARD

Date : June 8, 2021

**MS. ELLEN DE CENA**

Proprietor

Marinduque Bookstore

Boac, Marinduque

Dear **Ms. De Cena:**

We are pleased to inform you that the Request for Quotation No. 2021-05-0420 for the "Purchase of Office Supplies in Marinduque" is hereby awarded to you at a Total Contract Price inclusive of all applicable taxes equivalent to **Eight Five Thousand and Fifty Pesos Only (Php 85,050.00)**.

You are therefore required to comply with the Terms and Conditions stated in the Purchase Order No. **2021-06-0319** from the receipt of this Notice of Award.

Please signify your conformity by signing below and transmitting a signed copy to us.

Very truly yours,

**FERNANDO R. DE VILLA, JR., CESO III**

Regional Director

Head of the Procuring Entity

**Conforme:**

\_\_\_\_\_  
(Signature over Printed Name of Bidder's Authorized Representative)

**MARINDUQUE BOOKSTORE**

Date: \_\_\_\_\_





**PURCHASE ORDER**  
**DSWD MIMAROPA Region**  
**Entity Name**

Supplier : <b>MARINDUQUE BOOKSTORE</b> Address : <b>BOAC, MARINDUQUE</b> TIN : 102-290-331-022	P.O. No. : <b>2021-06-0319</b> Date : <b>June 8, 2021</b> Mode of Procurement : <b>Shopping</b>
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Gentlemen:  
 Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery : <u>Provincial Operations Office, Capitol Compound, Brgy. Santol, Boac, Marinduque</u> Date of Delivery : <u>15 Calendar days upon receipt of Approved Purchase Order (PO)</u>	Delivery Term : <u>FOB Destination</u> Payment Term : <u>15-30 days upon final inspection</u>
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Stock Property No.	Unit	Description	Quantity	Unit Cost	Amount
<b>PURCHASE OF OFFICE SUPPLIES IN MARINDUQUE</b>					
1	piece	BALLPOINT PEN, fine point, 0.5 Black	322	5.00	1,610.00
2	piece	CALCULATOR, COMPACT	5	275.00	1,375.00
3	pack	CARTOLINA, Assorted Colors, 78gsm min., 20pcs/pack	7	128.00	896.00
4	ream	COLORED PAPER, A4 size, 80gsm, assorted, 500 sheets per ream	5	197.00	985.00
5	pack	PARCHMENT PAPER, 10pcs per pack	6	30.00	180.00
6	box	ENVELOPE, DOCUMENTARY, for legal size document, 500 pieces per box	32	928.00	29,696.00
7	box	FASHENER, Plastic	19	32.00	608.00
8	box	FASHENER, Metal	11	45.00	495.00
9	piece	SCISSORS, symmetrical, blade length: 65mm min	15	37.00	555.00
10	piece	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	301	25.00	7,525.00
11	piece	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	190	25.00	4,750.00
12	piece	2 LAYER METAL TRAY, Stackable Paper Tray Metal Mesh, Desktop File Organizer	18	305.00	5,490.00
13	piece	FLEXI BOX, 65 liters	41	685.00	28,085.00
14	piece	USB FLASH DRIVE, 64gb	8	350.00	2,800.00
*****NOTHING FOLLOWS*****					<b>85,050.00</b>
<div style="border: 2px solid purple; padding: 5px; display: inline-block;"> <b>COMMISSION ON AUDIT</b>            RECEIVED BY: <i>Larish</i>            DATE: <b>17 JUN 2021</b> </div>			Less: 5% <b>3,796.88</b> 1% <b>759.38</b> <b>4,556.26</b>		
PR No. 2021-05-0420 Purpose: Purchase of Office Supplies in Marinduque Prepared by: Emma Joy C. Nolasco					

**(Total Amount in Words)** EIGHTY THOUSAND ~~FOUR~~ ~~HUNDRED~~ ~~NINETY~~ ~~THREE~~ PESOS AND 74/100 ONLY **80,493.75**

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.

Conforme:

\_\_\_\_\_  
Signature over Printed Name of Supplier

\_\_\_\_\_  
Date

Very truly yours,  
**FERNANDO R. DE VILLA, JR., CESO III**  
 Signature over Printed Name of Authorized Official  
**Regional Director**

Fund Cluster : <b>01-101</b> Funds Available : <b>85,050.00</b>  <div style="text-align:center">   <b>EDWARD S. MANAOG</b>            Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit         </div>	ORS/BURS No. : <u>2021-06-1977</u> Date of the ORS/BURS: <u>6/11/21</u> Amount : <b>85,050.00</b>  <div style="text-align:center">             (Signature)         </div>
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