



Department of Social Welfare and Development

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Field Office MIMAROPA

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

[www.fo4b.dswd.gov.ph](http://www.fo4b.dswd.gov.ph)

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## NOTICE OF AWARD

Date : June 10, 2021

**MS. JOSEPHINE H. SANTIAGO**

Proprietor

Santiago's Office Supplies and Equipment Trading

Tuburan, Odiongan, Romblon

Dear **Ms. Santiago**:

We are pleased to inform you that the Request for Quotation No. 2021-05-0419 for the "Purchase of Office Supplies in Romblon" is hereby awarded to you at a Total Contract Price inclusive of all applicable taxes equivalent to **Four Hundred Twenty Nine Thousand Three Hundred Sixteen Pesos Only (Php 429,316.00)**.

You are therefore required to comply with the Terms and Conditions stated in the Purchase Order No. **2021-06-0332** 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)

**SANTIAGO'S OFFICE SUPPLIES AND EQUIPMENT TRADING**

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



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

Supplier : SANTIAGO'S OFFICE SUPPLIES AND EQUIPMENT TRADING P.O. No. : 2021-06-0332  
 Address : TUBURAN, ODIONGAN, ROMBLON Date : June 10, 2021  
 TIN : Mode of Procurement : SHOPPING

Gentlemen:  
 Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery : Provincial Operations Office, Servanez St., Brgy. Liwayway, Odiongan, Romblon Delivery Term : FOB Destination  
 Date of Delivery : 15 Calendar days upon receipt of Approved Purchase Order (PO) Payment Term : 15-30 days upon final inspection

Stock/Property	Unit	Description	Quantity	Unit Cost	Amount
<b>PURCHASE OF OFFICE SUPPLIES IN ROMBLON</b>					
1	pack	CARTOLINA, assorted Colors, 78gsm min (20pcs/pack)	33	120.00	3,960.00
2	box	CLIP, Backfold, 19mm, 12pieces per box - MTC	25	15.00	375.00
3	box	CLIP, Backfold, 25mm, 12pieces per box - MTC	28	20.00	560.00
4	box	CLIP, Backfold, 32mm, 12pieces per box - MTC	22	28.00	616.00
5	box	CLIP, Backfold, 50mm, 12pieces per box - MTC	30	63.00	1,890.00
6	pcs	CORRECTION TAPE, 1 piece in individual plastic, 8mm to 10mm - JOY	463	32.00	14,816.00
7	pcs	CUTTER KNIFE, Heavy duty	5	65.00	325.00
8	pcs	CLIPBOARD FOLDER, with internal pocket, Legal Size, assorted color	1	85.00	85.00
9	pcs	DATA FILE BOX, made of clipboard, with closed ends	102	120.00	12,240.00
10	box	ENVELOPE, mailing with DSWD Logo, Legal, 100pcs per box - TROJAN/WHITE	3	390.00	1,170.00
11	box	ENVELOPE, EXPANDING, KRAFTBOARD, for Legal Size doc, 100 pieces per box - PHOENIX	11	1,200.00	13,200.00
12	cart	EPSON 005 ink for EPSON M1100 Printer - EPSON	200	650.00	130,000.00
13	box	FASTENER, plastic 70mm bet. Prongs - WELLS	115	32.00	3,680.00
14	bundle	FOLDER, FANCY, Legal, 50 pieces per bundle	42	250.00	10,500.00
15	pack	FOLDER, L-Type, Legal Size, 50 pieces per pack	2	300.00	600.00
16	box	FOLDER, Pressboard, size:240mm x 370mm (-5mm), 100 pieces per box	69	1,150.00	79,350.00
17	jar	GLUE, all purpose, gross weight: 200 grams min - ELMERS	65	45.00	2,925.00
18	pack	LAMINATING FILM, ID size, 100 per pack	2	125.00	250.00
19	pad	NOTEPAD, Stick-on, 3x3, 100 sheets per pad - HBW	171	25.00	4,275.00
20	box	PAPER CLIP, vinyl/plastic coat, length: 48mm min - SNOWMAN	68	23.00	1,564.00
21	pack	PAPER, parchment, 50pcs per pack	1	140.00	140.00
22	ream	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm, A4 - COPY LASER, 80gsm	322	205.00	66,010.00
23	ream	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm, legal - COPY LASER, 80gsm	243	220.00	53,460.00
24	box	PUSH PINS, 50pcs per box	5	18.00	90.00
25	pcs	PLASTIC MAGAZINE FILE, Stand Holder	50	125.00	6,250.00
26	pcs	PUNCHER, Paper, Heavy Duty with Two Hole guide, 1 piece in individual box	10	150.00	1,500.00
27	pack	PHOTOPAPER, 12pcs per pack	3	70.00	210.00
28	pcs	RECORD BOOK, 300pages, size:214mm x 278mm min	21	65.00	1,365.00
29	pcs	RECORD BOOK, 500pages, size:214mm x 278mm min	10	85.00	850.00
30	bottle	STAMP Pad Ink, purple or violet, 50ml (min)	7	25.00	175.00
31	pcs	STAMP PAD, FELT, bed dimension:60mm x 100mm min - JOY	6	32.00	192.00
32	pcs	STAPLE Wire, Standard - STARK	18	32.00	576.00
33	roll	TAPE, Double Adhesive, 1 inch - CROCO	26	32.00	832.00
34	roll	TAPE Dispenser, Table Top	13	120.00	1,560.00
35	roll	TAPE Transparent, width: 24mm (±1mm) - CROCO	101	15.00	1,515.00
36	roll	TAPE Transparent, width: 24mm (±1mm) - CROCO	54	15.00	810.00
37	pcs	Trash Bin - OROCAN	34	220.00	7,480.00
38	pack	TISSUE PAPER without cardbpard, 20 rolls, 3ply soft	6	250.00	1,500.00
39	pack	TRASHBAG, Black, 940mm x 1016mm, 10pcs per roll/pack	6	90.00	540.00
40	bottle	CLEANER, Toilet Bowl and Urinal, 900ml-1000ml cap - DOMEX	4	200.00	800.00
41	can	CLEANSER, SCOURING POWDER, 350g min/can - ZIM	6	65.00	390.00
42	pouch	DETERGENT POWDER, all purpose, 1kg per plastic pouch - SURE	6	115.00	690.00
					429,316.00
			Less: 5%	19,165.89	
			1%	3,833.18	
				22,999.07	
PR No. 2021-05-0419 Purpose: Purchase of Office Supplies in Romblon Prepared by: Emma Joy C. Nolasco					

(Total Amount in Words) **FOUR HUNDRED SIX THOUSAND THREE HUNDRED SIXTEEN PESOS AND 93/100ONLY** **406,316.93**

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

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

Fund Cluster : 01-101 **MARK JOSEPH BAJA** ORS/BURS No. : 2021-06-2054  
 Funds Available : 429,316.00 **IVa** Date of the ORS/BURS: 6/11  
 Amount : 429,316.00  
 Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit **50703010 60 / 5070 399000**