



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/procurement.fomimaropa@dswd.gov.ph

NOTICE OF AWARD

Date : June 11, 2021

MS. JEN ALARCON- CHAN

Proprietor

Maileen Merchandising

Valencia St. Puerto Princesa City, Palawan

Dear **Ms. Chan:**

We are pleased to inform you that the Request for Quotation No. 2021-05-0415 for the "Purchase of Office Supplies in Palawan" is hereby awarded to you at a Total Contract Price inclusive of all applicable taxes equivalent to **Forty One Thousand Two Hundred Seventy Two Pesos Only (Php 41,272.00).**

You are therefore required to comply with the Terms and Conditions stated in the Purchase Order No. **2021-06-0340** 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

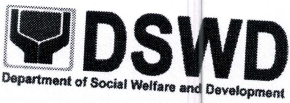
Head of the Procuring Entity

Conforme:

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

MAILEEN MERCHANDISING

Date: _____



PURCHASE ORDER
DSWD MIMAROPA Region
 Entity Name

Supplier : **MAILEEN MERCHANDISING**
 Address : **VALENCIA ST., PUERTO PRINCESA CITY, PALAWAN**
 TIN :

P.O. No. : **2021-06-0340**
 Date : **June 11, 2021**
 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, Unit 2, 2/F, G7 Bldg., Brgy. San Pedro, Puerto Princesa City, Palawan**

Date of Delivery : **15 Calendar days upon receipt of Approved Purchase Order (PO)**

Delivery Term : **FOB Destination**
 Payment Term : **15-30 days upon final inspection**

| Stock/Property | Unit | Description | Quantity | Unit Cost | Amount |
|---|----------|---|----------|-----------|------------------|
| PURCHASE OF OFFICE SUPPLIES IN PALAWAN | | | | | |
| 1 | piece | BALLPOINT PEN, fine point, 0.5 Black | 1,547 | 4.00 | 6,188.00 |
| 2 | piece | BALLPOINT PEN, fine point, 0.5 Blue | 402 | 4.00 | 1,608.00 |
| 3 | pad | CIVIL SERVICE FORM NO.48 (Daily Time Record) | 10 | 18.00 | 180.00 |
| 4 | piece | CORRECTION TAPE, individual plastic, 8mm to 10mm in size - 8 METERS | | | |
| 5 | box | CUTTER KNIFE BLADE REFILL, 10pcs per box - 10pcs TUBE | 300 | 17.00 | 5,100.00 |
| 6 | box | ENVELOPE, DOCUMENTARY, for A4 size document, 500pcs per box | 1 | 15.00 | 15.00 |
| 7 | box | ENVELOPE, DOCUMENTARY, for legal size document, 500pcs per box | 2 | 665.00 | 1,330.00 |
| 8 | piece | ENVELOPE, long, plastic envelope | 2 | 930.00 | 1,860.00 |
| 9 | pack | FOLDER, FANCY, legal size documents, YELLOW, 50pieces per pack | 250 | 10.00 | 2,500.00 |
| 10 | piece | MANILA PAPER | 3 | 300.00 | 900.00 |
| 11 | piece | MARKER, WHITEBOARD, bullet type, Black - PILOT | 10 | 3.00 | 30.00 |
| 12 | piece | SIGNPEN, BLACK, liquid/gel ink, 0.7mm needle tip | 21 | 60.00 | 1,260.00 |
| 13 | piece | SIGNPEN, BLUE, liquid/gel ink, 0.7mm needle tip | 600 | 23.00 | 13,800.00 |
| 14 | roll | TAPE, MASKING, width: 24mm (±1mm) | 90 | 23.00 | 2,070.00 |
| 15 | roll | TAPE, TRANSPARENT, width: 24mm (±1mm) | 50 | 20.00 | 1,000.00 |
| 16 | piece | TURBO MOP | 66 | 16.00 | 1,056.00 |
| 17 | kilogram | RAGS, ALL COTTON, 32 pieces per kilogram min | 1 | 850.00 | 850.00 |
| 18 | pack | TOILET TISSUE PAPER, 2ply, 12rolls per pack (100% recycled) | 5 | 65.00 | 325.00 |
| | | *****NOTHING FOLLOWS***** | 10 | 120.00 | 1,200.00 |
| | | | | | 41,272.00 |

COMMISSION ON AUDIT
RECEIVED BY: *[Signature]*
DATE: 25 JUN 2021

PR No. **2021-05-0415**
 Purpose: **PURCHASE OF OFFICE SUPPLIES IN PALAWAN**
 Prepared by: **Emma Joy C. Nolasco**

Less: 5% **1,842.50**
 1% **368.50**
2,211.00

(Total Amount in Words) **THIRTY NINE THOUSAND AND SIXTY ONE PESOS ONLY** **39,061.00**

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 : **01-101**
 Funds Available : **41,272.00**

[Signature]
MARK JOSEPH E. BAJA
Administrative Officer IV

Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit

ORS/BURS No. : 2021-06-2062
 Date of the ORS/BURS: 6/14
 Amount : **41,272.00**

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