



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

Email Address: fo4b@dswd.gov.ph/procurement.fomimaropa@dswd.gov.ph

NOTICE OF AWARD

Date : June 11, 2021

MS. MARY ELAINE BACOLOD

Proprietor

Paper Square Office Supplies Trading

Brgy. Sandiwa, Almira Bldg. Brgy. San Pedro, Puerto Princesa City, Palawan

Dear **Ms. Bacolod**:

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 **Thirty Thousand Eight Hundred Ten Pesos Only (Php 30,810.00)**.

You are therefore required to comply with the Terms and Conditions stated in the Purchase Order No. **2021-06-0339** 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)

PAPER SQUARE OFFICE SUPPLIES TRADING

Date: _____



PURCHASE ORDER
 DSWD MIMAROPA Region
 Entity Name

Supplier : PAPER SQUARE OFFICE SUPPLIES TRADING	P.O. No. : 2021-06-0339
Address : BRGY. SANDIWA, ALMIRA BLDG., BRGY. SAN PEDRO, PPC, PALAWAN	Date : June 11, 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 : <u>Provincial Operations Office, Unit 2, 2/F, G7 Bldg., Brgy. San Pedro, Puerto Princesa City, Palawan</u>	Delivery Term : <u>FOB Destination</u>
Date of Delivery : <u>15 Calendar days upon receipt of Approved Purchase Order (PO)</u>	Payment Term : <u>15-30 days upon final inspection</u>

Stock Property No.	Unit	Description	Quantity	Unit Cost	Amount
PURCHASE OF OFFICE SUPPLIES IN PALAWAN					
1	pack	FOLDER, Legal size, white color with Tab (100pcs/box) - SYSTEM H-Q	60	450.00	27,000.00
2	bottle	REFILLABLE INK for WHITEBOARD, Black - PILOT WB	4	115.00	460.00
3	roll	STRETCH FILM (packaging), 500mm x 300meters/roll	2	320.00	640.00
4	pouch	DETERGENT POWDER, all purpose, one (1) kg - BREEZE/TIDE/ARIEL	9	90.00	810.00
5	piece	FOOT MAT, FOR DISINFECTION	1	400.00	400.00
*****NOTHING FOLLOWS*****					29,310.00
				Less: 3% 293.10	
				1% 293.10	
				1,172.40	
				586.20	
PR No. 2021-05-0415 Purpose: PURCHASE OF OFFICE SUPPLIES IN PALAWAN Prepared by: Emma Joy C. Nolasco					

COMMISSION ON AUDIT
 RECEIVED BY:
 DATE: 25 JUN 2021

(Total Amount in Words) **TWENTY EIGHT THOUSAND SEVEN HUNDRED TWENTY THREE PESOS AND 80/100 ONLY** 28,723.80
28,137.60

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 : **29,310.00**

MARK JOSEPH E. BAJA
 Signature over Printed Name of Administrative Officer IV/OIC, Head of Accounting
 Division/Unit

ORS/BURS No. : 2021-66-2061
 Date of the ORS/BURS: 6/14
 Amount : **29,310.00**

50203060/50203900