



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. FLORY LYNN G. MADRID

Proprietor

Friends School Supplies Gallery and General Merchandise

Calapan City, Oriental Mindoro

Dear **Ms. Madrid:**

We are pleased to inform you that the Request for Quotation No. 2021-05-0418 for the "Purchase of Office Supplies in Oriental Mindoro" is hereby awarded to you at a Total Contract Price inclusive of all applicable taxes equivalent to **One Hundred Eighty Five Thousand Five Hundred Twenty Six Pesos Only (Php 185,526.00)**.

You are therefore required to comply with the Terms and Conditions stated in the Purchase Order No. **2021-06-0363** 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,

A handwritten signature in blue ink, appearing to read 'F. de Villa', with a large checkmark-like flourish extending upwards and to the right.

FERNANDO R. DE VILLA, JR., CESO III

Regional Director

Head of the Procuring Entity

Conforme:

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

FRIENDS SCHOOL SUPPLIES GALLERY AND GENERAL MERCHANDISE

Date: _____



PURCHASE ORDER
DSWD MIMAROPA Region
Entity Name

Supplier : FRIENDS SCHOOL SUPPLIES GALLERY AND GENERAL MERCHANDISE	P.O. No. : 2021-06-0363
Address : CALAPAN CITY, ORIENTAL MINDORO	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 : Provincial Operations Office, L&A Building, JP Rizal St. Brgy. San Vicente, East Calapan City, Oriental Mindoro	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
PURCHASE OF OFFICE SUPPLIES IN ORIENTAL MINDORO					
1	piece	COIN ENVELOPE No.3 (25 pieces per pack)	818	11.00	8,998.00
2	piece	CUTTER KNIFE - HBW	17	20.00	340.00
3	pad	DAILY TIME RECORD	10	18.00	180.00
4	piece	DATA FILE BOX, made of chipboard with closed ends	75	125.00	9,375.00
5	piece	DVD REWRITABLE, speed: 4x min., 4.7gb capacity min.	196	37.00	7,252.00
6	piece	ENVELOPE, expanding, plastic envelope	165	8.00	1,320.00
7	box	ENVELOPE, EXPANDING, KRAFTBOARD, for Legal size doc., 100 pieces per box	19	1,025.00	19,475.00
8	piece	EXTENSION WIRE, heavy duty, 6 socket with switch 30M	3	610.00	1,830.00
9	set	FILE TAB DIVIDER, Legal, 5 colors per set	9	27.00	243.00
10	box	FOLDER, BROWN, A4, 100pcs/pack	2	365.00	730.00
11	pack	FOLDER, L-TYPE, Legal size, 50pieces per pack	6	350.00	2,100.00
12	piece	MARKER, Whiteboard, Black REFILLABLE - PILOT	13	49.00	637.00
13	piece	NOTEBOOK, STENOGRAPHERS, spiral, 40 leaves	42	26.00	1,092.00
14	box	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm, LEGAL	102	1,165.00	118,830.00
15	piece	PLASTIC ENVELOPE, LONG	50	9.00	450.00
16	box	PLASTIC, Push Pin	2	25.00	50.00
17	piece	RECORD BOOK, 300pages, size: 214mm x 278mm min.	79	68.00	5,372.00
18	piece	RECORD BOOK, 500pages, size: 214mm x 278mm min.	2	76.00	152.00
19	box	STAPLE WIRE, Standard #35	70	37.00	2,590.00
20	piece	TAPE DISPENSER, Table Top	4	88.00	352.00
21	roll	TAPE, MASKING, width: 24mm (±1mm)	44	18.50	814.00
22	roll	TAPE, MASKING, width: 48mm (±1mm)	27	40.00	1,080.00
23	book	VISITORS LOGBOOK, Dimensions: 28.6 x 17.5 x 1, 300pages	3	68.00	204.00
24	piece	DISINFECTANT SPRAY, aerosol type, 400-550 grams	9	240.00	2,160.00
					185,626.00
				Less:3%	5,568.78
				1%	1,856.26
					7,425.04



PR No. 2021-05-0418
Purpose: Purchase of Office Supplies in Oriental Mindoro
Prepared by: Emma Joy C. Nolasco

(Total Amount in Words)	ONE HUNDRED SEVENTY EIGHT THOUSAND TWO HUNDRED PESOS AND 96/100 ONLY	178,200.96
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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 : 185,626.00 MARK JOSEPH E. BAJA Signature over Printed Name of Administrative Officer IV/OIC Head of Accounting Section	ORS/BURS No. : 2021-07-2143 Date of the ORS/BURS: 6/17 Amount : 185,626.00
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