



**PURCHASE ORDER**  
DSWD MIMAROPA Region  
Entity Name

|  |   |
|--|---|
| Supplier : <b>ODYSSA OFFICE AND SCHOOL SUPPLIES TRADING</b><br>Address : <u>Puerto Princesa City, Palawan</u><br>TIN : | P.O. No. : <b>2021-07-0615</b><br>Date : <b>July 28, 2021</b><br>Mode of Procurement : SHOPPING |
|--|---|

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

|   |  |
|---|--|
| Place of Delivery : DSWD POO - Unit 2/2nd Flr., G7 Bldg., Brgy., San Pedro, Puerto Princesa City, Palawan<br>Date of Delivery : (15) Fifteen days after receipt of approved P.O | Delivery Term : <u>FOB Destination</u><br>Payment Term : <u>15-30 days upon final inspection</u> |
|---|--|

| Stock/Property   | Unit  | Description   | Quantity | Unit Cost | Amount   |
|--|-------|---|----------|-----------|----------|
| <b>Purchase of Office Supplies in Palawan</b>  |       |   |          |           |          |
| 1  | piece | Envelope, Expanding, Plastic, .50mm thickness - Generic     | 200      | 10.00     | 2,000.00 |
| 2  | box   | Envelope, Mailing, White with window, Office Max, 500's/box | 1        | 300.00    | 300.00   |
| 3  | piece | Staple wire remover, Plier Type - Snowman                   | 3        | 10.00     | 30.00    |
| *****NOTHING FOLLOWS*****  |       |   |          |           |          |
| <div style="border: 2px solid purple; padding: 5px; display: inline-block;">           COMMISSION ON AUDIT<br/>           RECEIVED BY <u>Erish</u><br/>           DATE <u>09 AUG 2021</u> </div> |       |   |          |           |          |
| PR No. 2021-07-0569<br>Purpose: for use in the day-to-day operations of the office<br>Prepared by: Adriahn M. Bernulla/AA II - Procurement Section   |       |   |          |           |          |

|                         |  |          |           |          |
|-------------------------|--|----------|-----------|----------|
| (Total Amount in Words) | TWO THOUSAND THREE HUNDRED THIRTY PESOS ONLY | Quantity | Unit Cost | Amount   |
|                         |  |          |           | 2,330.00 |

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

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

\_\_\_\_\_ Date

|  |   |
|--|---|
| Fund Cluster : <b>1</b><br>Funds Available : <b>2,330.00</b><br><br><div style="text-align:center"> <br/> <b>MARK JOSEPH E. BAJA</b><br/>         Signature over Printed Name of Administrative Officer IV/OIC Head of Accounting Section       </div> | ORS/BURS No. : <u>2021-07-2947</u><br>Date of the ORS/BURS: <u>7/29</u><br>Amount : <b>2,330.00</b> |
|--|---|



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

## NOTICE OF AWARD

Date : July 28, 2021

**MS. ODYSSA DAWN GANANDO**

**Proprietor**

ODYSSA OFFICE AND SCHOOL SUPPLIES TRADING  
Puerto Princesa City, Palawan

Dear **Ms. Ganando**:

We are pleased to inform you that the Request for Quotation No. **2021-05-0569** for the "**Purchase of Office Supplies of Palawan**" is hereby awarded to you at a Total Contract Price inclusive of all applicable taxes equivalent to **Two Thousand Three Hundred Thirty Pesos only (Php2,330.00)**

You are therefore required to comply with the Terms and Conditions stated in the Purchase Order No. **2021-07-0499** 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)

**ODYSSA OFFICE AND SCHOOL SUPPLIES TRADING**

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