



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

Supplier : <b>HNR SPACE RENTAL</b>	P.O. No. : <b>2021-09-0783</b>
Address : <b>0926 M.H. DE PILAR ST., BRGY. 7, SAN JOSE, OCCIDENTAL MINDORO</b>	Date : <b>SEPTEMBER 21, 2021</b>
TIN :	Mode of Procurement : <b>NP-SVP</b>

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

Place of Delivery : <b>OCCIDENTAL MINDORO</b>	Delivery Term : <b>FOB Destination</b>
Date of Delivery : <b>SEPTEMBER TO DECEMBER 2021</b>	Payment Term : <b>15-30 days upon final inspection</b>

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	month	<p align="center"><b>OFFICE SPACE RENTAL</b></p> <p align="center"><b>OFFICE SPACE RENTAL IN OCCIDENTAL MINDORO</b></p> <p><b>RATING FACTORS:</b>            Office Space must pass the Rating Factor of 85% to consider the Bid Responsive</p> <p><b>I. PREVAILING RENTAL RATE AND AVAILABILITY (35%)</b>            *Must No Exceed of Approved Budget for the Contract (20,000.00/monthly)            *With at least 60sq.m Floor Area            *Can accommodate at least 7 pax</p> <p><b>II. LOCATION AND SITE CONDITIION (25%)</b>            *Must have Access Road for Vehicle and Trucks            *Must be Located within San Jose, Occidental Mindoro</p> <p><b>III. FACILITIES AND AMENITIES (15%)</b>            *With Safe Parking Space for Vehicles            *With Available Water Supply            *With Good Lighting System</p> <p><b>IV. FUNCTIONALITY</b>            *With Enough Space that can accommodate and Safeguard the File            *Flood Free and with Good Drainage System</p> <p><b>V. SECURITY, CLEANLINESS AND MAINTENANCE (10%)</b>            *Good Structural Condition            *Concrete, Safe, and with Clean Surroundings            *With Fire Extinguishers            *Concrete, Safe, and with Clean Surroundings            *With Fire Extinguishers</p> <p><b>INCLUSIONS:</b>            *Water and Electricity Included <i>(Subject to Actual Consumption)</i>            *With Business Permit and BIR Form 2303</p> <p><b>MODE OF PAYMENT:</b>            Monthly Billing at the End of Each Month</p> <p><b>CONTRACT EFFECTIVITY:</b>            SEPTEMBER to DECEMBER (4 MONTHS)            *****Nothing Follows*****</p> <p>PR No.: 2021-09-0773            APPROVED BUDGET FOR THE CONTRACT: Php 80,000.00            PURPOSE: OFFICE SPACE RENTAL FOR SWADT OCCIDENTAL MINDORO            Prepared by: Lorie Licop</p>	4	17,000.00	68,000.00

**COMMISSION ON AUDIT**  
**RECEIVED BY: *Luis B***  
**DATE: 13 OCT 2021**

(Total Amount in Words) **Sixty Eight Thousand Pesos Only** 68,000.00

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 : 1  
 Funds Available : *68,000-*  
**HERBERT I. RODRIGO**  
 Signature over Printed Name of AO V/OIC-Accounting Section

ORS/BURS No. : *2021-09-3950*  
 Date of the ORS/BURS: *9/21*  
 Amount : *68,000-*



Department of Social Welfare and Development  
Field Office MIMAROPA  
Tel. No. (02) 5366-8106 /8107 Local 24052/24051  
[www.fo4b.dswd.gov.ph](http://www.fo4b.dswd.gov.ph)

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

## NOTICE OF AWARD

Date : September 21, 2021

**MS. RITCHELLE VILLANUEVA**

Proprietor

**HNR SPACE RENTAL**

San Jose, Occidental Mindoro

Dear Ms. Villanueva :

We are pleased to inform you that the Request for Quotation No. **2021-09-0773** for the “**Office Rental for the use of SWADT- Occidental Mindoro**” is hereby awarded to you at a Total Contract Price inclusive of all applicable taxes equivalent to **Sixty Eight Thousand Pesos Only (Php 68,000.00)**;

You are therefore required to comply with the Terms and Conditions stated in the Purchase Order No. **2021-09-0783** 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)  
**HNR SPACE RENTAL**

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

Purpose: OFFICE SPACE RENTAL FOR THE USE OF DSWD SWADT OCCIDENTAL MINDORO

RFQ No. 2021-09-0773

Item No.	Qty	Unit	Purchaser's Requirements	DAISY S. BAUTISTS HOUSE RENTAL			HNR SPACE RENTAL			TORRALVA APARTMENT		
				Bidder's Specification	Unit Cost	Total Cost	Bidder's Specification	Unit Cost	Total Cost	Bidder's Specification	Unit Cost	Total Cost
1	4	months	OFFICE SPACE RENTAL IN OCCIDENTAL MINDORO		20,000.00	80,000.00		17,000.00	68,000.00		25,000.00	100,000.00
RATING FACTORS: Office Space must pass the Rating Factor of 85% to consider the Bid Responsive  I. PREVAILING RENTAL RATE AND AVAILABILITY (35%) *Must No Exceed of Approved Budget for the Contract (20,000.00/monthly) *With at least 60sq.m Floor Area *Can accommodate at least 7 pax II. LOCATION AND SITE CONDITION (25%) *Must have Access Road for Vehicle and Trucks *Must be Located within San Jose, Occidental Mindoro III. FACILITIES AND AMENITIES (15%) *With Safe Parking Space for Vehicles *With Available Water Supply *With Good Lighting System IV. FUNCTIONALITY *With Enough Space that can accommodate and Safeguard the File *Flood Free and with Good Drainage System V. SECURITY, CLEANLINESS AND MAINTENANCE (10%) *Good Structural Condition *Concrete, Safe, and with Clean Surroundings *With Fire Extinguishers *Concrete, Safe, and with Clean Surroundings *With Fire Extinguishers  INCLUSIONS: *Water and Electricity Included *With Business Permit and BIR Form 2303  MODE OF PAYMENT: Monthly Billing at the End of Each Month  CONTRACT EFFECTIVITY: SEPTEMBER to DECEMBER (4 MONTHS) *****Nothing Follows*****  APPROVED BUDGET FOR THE CONTRACT: Php 80,000.00												
						80,000.00			68,000.00			100,000.00

Deliberated upon by the DSWD - BIDS COMMITTEE (DSWD-BAC) on September 15, 2021 and recommended to be awarded to HNR SPACE RENTAL as the lowest calculated bid.

*[Signature]*  
 JAMUEL P. BALABOCO  
 Member

*[Signature]*  
 INEE C. VILLANUEVA  
 Member

*[Signature]*  
 GENELIZA Q. GABILAN  
 Member

*[Signature]*  
 SONIA R. DE LEON  
 Vice-Chairman

PATRICK G. JARMIN  
 Alternate Member

KHEEN MICHAEL G. SE  
 Alternate Member

ANGELYN S. AGUNDO  
 Alternate Member

SHEILA S. TAPIA  
 Chairman

Approved by:  
*[Signature]*  
 FERNANDO R. DE VILLA, JR., CESO III  
 Regional Director