



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

|  |                                     |
|--|-------------------------------------|
| Supplier : <b>STAR CT</b>                                | P.O. No. : <b>2021-11-0920</b>      |
| Address : <b>RIZAL ST., SAN JOSE, OCCIDENTAL MINDORO</b> | Date : <b>NOVEMBER 2, 2021</b>      |
| TIN : <b>930-351-958-000</b>                             | 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>DSWD SWADT OFFICE-OCCIDENTAL MINDORO (2345 Baretto St., Brgy. Pag-Asa, San Jose, Occidental Mindoro)</b> | Delivery Term : <b>FOB Destination</b>                 |
| Date of Delivery : <b>15 DAYS UPON RECEIPT OF APPROVED PO</b>   | Payment Term : <b>15-30 days upon final inspection</b> |

| Stock/Property No.        | Unit  | Description  | Quantity | Unit Cost | Amount     |
|---------------------------|-------|--|----------|-----------|------------|
| 1                         | piece | PAPER, MULTI-COPY, 70gsm, size: 210mm x 297mm, A4 Size (HARD COPY) | 150      | 200.00    | 30,000.00  |
| 2                         | box   | CORRECTION TAPE, 6 meters (min.), Individual Pack (JOY)            | 50       | 25.00     | 1,250.00   |
| 3                         | box   | NOTEPAD, STICK-ON, 3x4, 100 sheets/pad (JOY)                       | 10       | 35.00     | 350.00     |
| 4                         | piece | RECORD BOOK, 500 pages, size: 214mm x 278mm min (VALIANT)          | 5        | 110.00    | 550.00     |
| 5                         | box   | STAPLE WIRE, Standard (Joy)  | 15       | 50.00     | 750.00     |
| 6                         | box   | SMOOTH INK PEN, Black, Liquid/Gel Ink, 0.5mm Needle Tip (FLEX/HBW) | 20       | 85.00     | 1,700.00   |
| 7                         | piece | BALLPEN, Black, 0.5mm, 12s/box (HBW/JOY)                           | 4        | 79.00     | 316.00     |
| 8                         | pad   | FLEXI BOX, FB-300, 67 Liters (MICO )                               | 10       | 550.00    | 5,500.00   |
| 9                         | pad   | SCISSOR, 8" (JOY)  | 5        | 75.00     | 375.00     |
| 10                        | ream  | STAPLER, Standard, Heavy Duty, With Staple Remover (HBW/JOY)       | 2        | 155.00    | 310.00     |
| 11                        | piece | PUNCHER, For Paper, Heavy Duty with 2-Hole Guide (HBW/JOY)         | 5        | 190.00    | 950.00     |
| *****NOTHING FOLLOWS***** |       |  |          |           | P42,051.00 |

**COMMISSION ON AUDIT**  
 RECEIVED BY: *Drish*  
 DATE: 25 NOV 2021

APPROVED BUDGET FOR THE CONTRACT: PHP 43,980.00  
 PR No. 2021-10-0893  
 Purpose: PURCHASE OF OFFICE SUPPLIES FOR THE USE OF PSP-AICS SWADT-OCCIDENTAL MINDORO FOR 4TH QUARTER  
 Prepared by: Lorie Licop

|                         |  |            |
|-------------------------|--|------------|
| (Total Amount in Words) | Forty Two Thousand Fifty One Pesos Only. | P42,051.00 |
|-------------------------|--|------------|

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>42,051.00</b>                               | ORS/BURS No. : <b>02-10101-2021-11-4798</b><br>Date of the ORS/BURS: <b>11/04</b><br>Amount : <b>42,051.00</b> |
| <br><b>HERBERT I. RODRIGO</b><br>Signature over Printed Name of AO V/OIC-Accounting Section |  |

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

## NOTICE OF AWARD

Date: November 2, 2021

**MR. CEASAR TORRES**

Proprietor  
STAR CT  
Rizal St., San Jose, Occidental Mindoro

Dear **Mr. Tolentino**:

We are pleased to inform you that the **Request for Quotation No. 2021-10-0893** for the **PURCHASE OF OFFICE SUPPLIES FOR THE USE OF PSP-AICS SWADT-OCCIDENTAL MINDORO FOR 4TH QUARTER** is hereby awarded to you at a Total Contract Price inclusive of all applicable taxes equivalent to **Forty-Two Thousand Fifty-One Pesos Only (Php 42,051.00)**.

You are therefore required to comply with the Terms and Conditions stated in the **Purchase Order No. 2021-11-0920** 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)

**STAR CT**

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



Procurement Form No. 04 - B (Abstract of Canvass)  
 REPUBLIC OF THE PHILIPPINES  
 DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
 ABSTRACT OF QUOTATIONS

Purpose: PURCHASE OF OFFICE SUPPLIES FOR THE USE OF PSP-ACIS SWADT-OCCIDENTAL MINDORO FOR 4TH QUARTER

| Item No. | Qty | Unit  | Purchaser's Requirements                                | GESSNEC GENERAL MERCHANDISE |           |            | TRIGEM PAPER MART      |               |            | STAR CT                |           |            | ANGEL DEPARTMENT STORE |           |            |
|----------|-----|-------|---|-----------------------------|-----------|------------|------------------------|---------------|------------|------------------------|-----------|------------|------------------------|-----------|------------|
|          |     |       |   | Bidder's Specification      | Unit Cost | Total Cost | Bidder's Specification | Unit Cost     | Total Cost | Bidder's Specification | Unit Cost | Total Cost | Bidder's Specification | Unit Cost | Total Cost |
| 1        | 150 | piece | PAPER, MULTI-COPY, 70gsm, size: 210mm x 297mm, A4 Size  | HARD COPY                   | -         | 30,750.00  | HARD COPY              | 201.00        | 30,150.00  | HARD COPY              | 200.00    | 30,000.00  | HARD COPY              | 210.00    | 31,500.00  |
| 2        | 50  | box   | CORRECTION TAPE, 6 meters (min.), Individual Pack       | JOY                         | 27.00     | 1,350.00   | FORTUNE                | 25.00         | 1,250.00   | JOY                    | 25.00     | 1,250.00   |                        | 32.00     | 1,600.00   |
| 3        | 10  | box   | NOTEPAD, STICK-ON, 3x4, 100 sheets/pad                  |                             | 45.00     | 450.00     | 3X5                    | 40.00         | 400.00     | JOY                    | 35.00     | 350.00     |                        | 32.00     | 320.00     |
| 4        | 5   | piece | RECORD BOOK, 500 pages, size: 214mm x 278mm min         | VALIANT                     | 98.00     | 490.00     | VISION/FORTUNE         | 125.00        | 625.00     | VALIANT                | 110.00    | 550.00     |                        | 98.00     | 490.00     |
| 5        | 15  | box   | STAPLER WIRE, Standard                                  | GATOE                       | 40.00     | 600.00     | HBW/JOY                | 45.00         | 675.00     | JOY                    | 50.00     | 750.00     | #35 MAX                | 55.00     | 825.00     |
| 6        | 20  | box   | SMOOTH INK PEN, Black, Liquid/Gel Ink, 0.5mm Needle Tip | MY GEL                      | 300.00    | 6,000.00   | MY GEL                 | 324.00        | 6,480.00   | FLEX/HEBW              | 85.00     | 1,700.00   | MY GEL / BOX           | 300.00    | 6,000.00   |
| 7        | 4   | piece | BALLPEN, Black, 0.5mm, 12s/box                          | HBW                         | 84.00     | 336.00     | FLEX/HEBW              | 84.00         | 336.00     | HBW/JOY                | 79.00     | 316.00     |                        | 84.00     | 336.00     |
| 8        | 10  | pad   | FLEXI BOX, FB-300, 67 Liters                            | HI-TOP- BLACK               | 550.00    | 5,500.00   | NONE                   |               |            | MICO                   | 550.00    | 5,500.00   |                        | 750.00    | 7,500.00   |
| 9        | 5   | pad   | SCISSOR, 8"   | TM 8.5"                     | 65.00     | 325.00     | HBW/JOY                | 60.00         | 300.00     | JOY                    | 75.00     | 375.00     |                        | 68.00     | 340.00     |
| 10       | 2   | ream  | STAPLER, Standard, Heavy Duty, With Staple Remover      | GATOR                       | 110.00    | 220.00     | MAX                    | 425.00        | 850.00     | HBW/JOY                | 155.00    | 310.00     | MAX                    | 425.00    | 850.00     |
| 11       | 5   | piece | PUNCHER, For Paper, Heavy Duty with 2-Hole Guide        | PRINCE                      | 205.00    | 1,025.00   | PRINCE/JOY             | 185.00        | 925.00     | HBW/JOY                | 190.00    | 950.00     |                        | 188.00    | 840.00     |
|          |     |       | *****NOTHING FOLLOWS*****                               |                             |           |            |                        |               |            |                        |           |            |                        |           |            |
|          |     |       | APPROVED BUDGET FOR THE CONTRACT: PHP 43,980.00         |                             |           | 47,046.00  |                        |               | 41,991.00  |                        |           | 42,051.00  |                        |           | 50,601.00  |
|          |     |       |   |                             |           |            |                        | NON-COMPLIANT |            |                        |           |            |                        |           |            |

Deliberated upon by the OSWD - BIDS COMMITTEE (OSWD-BAC) on October 22, 2021 and  
 recommendations to be awarded to SMN CT AC lowest calculated bid compiled to all specific canvass records.

JAMUEL P. BALBAROCO  
 Member  
 IMEE C. VILLANUEVA  
 Member  
 GENELIZA Q. GABILAN  
 Member  
 SONIA R. DE LEON  
 Vice-Chairperson  
 PATRICK S. JARMIN  
 Alternate Member  
 KHEEN MICHAEL G. SE  
 Alternate Member  
 ANGELYN S. AGUNDO  
 Alternate Member

SHEILA S. RAPIA

Approved by:  
 FERNANDO R. DE VILLA JR., CESO III  
 Regional Director