



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

Supplier : <b>TONE GUIDE PRESS, INC.</b>	P.O. No. : <b>2021-11-0939</b>
Address : <b>11 TIRAD PASS ST., BAGONG BARRIO, CALOOCN CITY</b>	Date : <b>NOVEMBER 11, 2021</b>
TIN : <b>000-294-858</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 Field Office MIMAROPA (1680 F.T. Benitez cor. Malvar Sts., Malate, Manila)</b>	Delivery Term : <u>Full Term</u>
Date of Delivery : <b>15 Days Upon Approval of Final Layout</b>	Payment Term : <u>15-30 days upon final inspection</u>

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
		<b>FLYERS</b>			
		<b>SPECIFICATIONS:</b> TRI-FOLD, C2S Paper, Back to Back Print, Full Color, A4 Size, 100 gsm Size: 8.27"x 11.69" FRONT: 4 Colors, BACK: 4 Colors MATERIALS: C2S #70 With Scoring/Folding 2 Folds/3-Panel			
1	pcs	RA 11222	200	30.00	6,000.00
2	pcs	ADOPTION	115	30.00	3,450.00
3	pcs	FOSTER CARE	110	30.00	3,300.00
					<b>₱12,750.00</b>
<b>NOTE:</b> To Provide Initial Draft Sample for Approval of Final Layout *****NOTHING FOLLOWS*****					

**COMMISSION ON AUDIT**  
 RECEIVED BY: *[Signature]*  
 DATE: 25 NOV 2021

Total Approved Budget for the Contract: Php 17,000.00  
 PR No. 2021-10-0995  
**Purpose:** PRINTING AND DELIVERY OF FLYERS FOR ADVOCACY MATERIALS OF ADOPTION RESOURCE AND REFERRAL SECTION (ARRS)  
**Prepared by:** Lorie Licop

(Total Amount in Words)	Twelve Thousand Seven Hundred Fifty Pesos Only	<b>₱12,750.00</b>
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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 : 1 Funds Available : <u>₱12,750.00</u> <i>[Signature]</i> Signature over Printed Name of AOI/ OIC - Head, Accounting Section	ORS/BURS No. : <u>2021-11-5118</u> Date of the ORS/BURS: <u>11/15/21</u> Amount : <u>₱ 12,750.00</u>
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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 11, 2021

**MS. KIMBERLY CANDICE L. PEREZ**

Sales Manager  
TONE GUIDE PRESS, INC.  
11 Tirad Pass St., Bagog Barrio, Caloocan City

Dear **Ms. Perez:**

We are pleased to inform you that the **Request for Quotation No. 2021-10-0995** for the Service Provider of **PRINTING AND DELIVERY OF FLYERS FOR ADVOCACY MATERIALS OF ADOPTION RESOURCE AND REFERRAL SECTION (ARRS)** is hereby awarded to you at a Total Contract Price inclusive of all applicable taxes equivalent to **Twelve Thousand Seven Hundred Fifty Pesos Only (Php 12,750.00)**.

You are therefore required to comply with the Terms and Conditions stated in the **Purchase Order No. 2021-11-0939** 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)

**TONE GUIDE PRESS, INC.**

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



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
ABSTRACT OF QUOTATIONS

AOQ No. 2021-10-0995 NP-SVP

PURCHASE AND DELIVERY OF FLYERS ADVOCACY MATERIALS OF ADOPTION RESOURCE AND REFERRAL SECTION (ARRS)

Purpose:

Item No.	Qty	Unit	Purchaser's Requirements	VISUAL COLOR			BIDDER'S NAME						
				Bidder's Specification	Unit Cost	Total Cost	Bidder's Specification	Unit Cost	Total Cost				
			<b>FLYERS</b>										
			<b>SPECIFICATIONS:</b>										
			TRI-FOLD, C2S Paper, Back to Back Print, Full Color, A4 Size, 100 gsm	TRI-FOLD C2S Paper A4 Size 100 gsm Back to Back			Size: 8.27"x 11.69" FRONT: 4 Colors, BACK: 4 Colors MATERIALS: C2S #70 With Scoring/Folding 2 Folds/3-Panel						
1	200	pcs	RA 11222	31.45	6,290.00	30.00	6,000.00						
2	115	pcs	ADOPTION	31.45	3,616.75	30.00	3,450.00						
3	110	pcs	FOSTER CARE	31.45	3,459.50	30.00	3,300.00						
			<b>NOTE:</b>										
			SEE Attached Design										
			*****NOTHING FOLLOWS*****										
			Page 2 of 2										
			<b>Total Approved Budget for the Contract: Php 17,000.00</b>	<b>TOTAL AMOUNT</b>	<b>13,366.25</b>	<b>TOTAL AMOUNT</b>	<b>12,750.00</b>	<b>TOTAL AMOUNT</b>	<b>12,750.00</b>	<b>TOTAL AMOUNT</b>			

Deliberated upon by the DSWD - BIDS COMMITTEE (DSWD-BAC) on 4/16/21 and recommends to be awarded to TONE GUIDE PRESS, INC. as the lowest calculated and responsive bid

JAMUEL P. BALBABOCO  
BAC Member

PATRICK G. JARMIN  
Alternate BAC Member

IMEE C. VILLANUEVA  
BAC Member

KHEEN MICHAEL G. SE  
Alternate BAC Member

GENELIZA D. GABILAN  
BAC Member

ANGELYN S. AGUNDO  
Alternate BAC Member

SONIA R. DE LEON  
BAC Vice Chairperson

*[Signature]*  
SHEILA S. TAPIA  
BAC Chairperson

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