



PURCHASE ORDER
DSWD MIMAROPA Region
 Entity Name

Supplier : SANTIAGO'S OFFICE SUPPLIES AND EQUIPMENT TRADING	P.O. No. : 2021-10-0890
Address : TUBURAN, ODIONGAN, ROMBLON	Date : OCTOBER 26, 2021
TIN : 220-846-233-002	Mode of Procurement : NP-SVP

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

Place of Delivery : DSWD SWADT Office-ROMBLON (2/F Servañez Bldg., Liwayway, Odiongan, Romblon)	Delivery Term : FOB Destination
Date of Delivery : 15 DAYS UPON RECEIPT OF APPROVED PO	Payment Term : 15-30 days upon final inspection

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	piece	CORRECTION TAPE, 6 meters (min.), Individual Pack (JOY)	100 ✓	35.00	3,500.00
2	box	CLIP, BACKFOLD, 32mm, 12pcx/box (JOY)	5 ✓	30.00	150.00
3	box	CLIP BACKFOLD, 50mm, 12pcs/box (JOY)	5 ✓	60.00	300.00
4	piece	DATA FILE BOX, Made of Chipboard, with Closed-Ends	10 ✓	120.00	1,200.00
5	box	ENVELOPE, Documentary, For Legal Size Document, 500pcs/box (ASEAN)	1 ✓	1,250.00	1,250.00
6	box	FASTENER, Metal, 70mm, between Prongs, 50 set/box (JOY)	10 ✓	35.00	350.00
7	piece	MARKER, PERMANENT, Black, Bullet Type (PILOT)	5 ✓	38.00	190.00
8	piece	MARKER, PERMANENT, Blue, Bullet Type (PILOT)	5 ✓	38.00	190.00
9	pad	NOTEPAD, STICK-ON, 3x3, 100 sheets/pad (HBW)	10 ✓	30.00	300.00
10	pad	NOTEPAD, STICK-ON, 3x4, 100 sheets/pad (HBW)	10 ✓	45.00	450.00
11	ream	PAPER, MULTI-COPY, 80gsm, size: 210mm x 297mm, A4 Size (COPY & LASER)	70 ✓	200.00	14,000.00
12	ream	PAPER, MULTI-COPY, 80gsm, size: 216mm x 330mm, Legal Size (COPY & LASER)	30 ✓	210.00	6,300.00
13	book	RECORD BOOK, 500 pages, size: 214mm x 278mm min (VALIANT)	6 ✓	85.00	510.00
14	book	RECORD BOOK, 200 pages, size: 214mm x 278mm min (VALIANT)	6 ✓	55.00	330.00
15	box	RUBBER BAND, 70mm min. Lay Flat Length (#18) (CLICK)	5 ✓	180.00	900.00
16	piece	STAPLER, Standard, Heavy Duty, With Staple Remover (AVI-DO)	5 ✓	180.00	900.00
17	box	STAPLE WIRE, Standard (STARK)	6 ✓	35.00	210.00
18	box	SMOOTH INK PEN, Black, Liquid/Gel Ink, 0.5mm Needle Tip	20 ✓	38.00	760.00
19	piece	SCISSOR, 8" (TOLSEN)	3 ✓	130.00	390.00
20	roll	TAPE, TRANSPARENT, width: 24mm (±1mm) (CROCO)	6 ✓	15.00	90.00
21	roll	TAPE, TRANSPARENT, width: 48mm (±1mm) (CROCO)	6 ✓	30.00	180.00
22	roll	TAPE, PACKAGING, width: 48mm (±1mm) (CROCO)	6 ✓	70.00	420.00
23	piece	GEL PEN, 0.5mm, Black (MY-GEL)	120 ✓	22.00	2,640.00
24	piece	GEL PEN, 0.5mm, Blue (MY-GEL)	36 ✓	22.00	792.00
25	box	FLEXI BOX, FB-300, 67 Liters (OROCAN)	10 ✓	800.00	8,000.00
26	roll	TWINE, Plastic, One Kilo/Roll (DURAFLEX)	2 ✓	80.00	160.00
27	piece	CALCULATOR, Desktop, Standard Function with 12-Digits (CASIO)	5 ✓	380.00	1,900.00
28	piece	FOLDER, White, Legal Size (SYSTEM)	50 ✓	6.00	300.00
29	piece	FLASH DRIVE, USB 3.0, 32 GB (SANDISK)	4 ✓	500.00	2,000.00
30	piece	PUNCHER, Heavy Duty, 2 Hole Punch (WELL'S)	3 ✓	150.00	450.00

*****NOTHING FOLLOWS***** P49,112.00



APPROVED BUDGET FOR THE CONTRACT: PHP 49,114.00
 PR No. 2021-10-0896
 Purpose: PURCHASE OF OFFICE SUPPLIES FOR THE USE OF PSP-AICS IN SWADT-ROMBLON FOR 4TH QUARTER
 Prepared by: Lorie Licop

(Total Amount in Words) **Forty Nine Thousand One Hundred Twelve Pesos Only** P49,112.00

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

Fund Cluster : 1 Funds Available : ₱ 49,112.00 HERBERT I. RODRIGO Signature over Printed Name of AO V/OIC-Accounting Section	ORS/BURS No. : 62-10101-2021-10-4635 Date of the ORS/BURS: 10/27/21 Amount : ₱ 49,112.00
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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/procurement.fomimaropa@dswd.gov.ph

NOTICE OF AWARD

Date: October 26, 2021

MS. JOSEPHINE H. SANTIAGO

Proprietor

SANTIAGO'S OFFICE SUPPLIES AND EQUIPMENT TRADING

Tuburan, Odiongan, Romblon

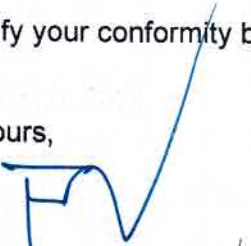
Dear **Ms. Santiago**:

We are pleased to inform you that the **Request for Quotation No. 2021-09-0896** for the Service Provider of **PURCHASE OF OFFICE SUPPLIES FOR THE USE OF PSP-AICS IN SWADT-ROMBLON 4TH QUARTER** is hereby awarded to you at a Total Contract Price inclusive of all applicable taxes equivalent to **Forty-Nine Thousand One Hundred Twelve Pesos Only (Php 49,112.00)**.

You are therefore required to comply with the Terms and Conditions stated in the **Purchase Order No. 2021-10-0890** 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)

SANTIAGO'S OFFICE SUPPLIES AND EQUIPMENT TRADING

Date: _____

Purpose: PURCHASE OF OFFICE SUPPLIES FOR THE USE OF SWADT-ROMBLON FOR 4TH QUARTER
 2021-10-0996 NP-SHOPPING

Item No.	Qty	Unit	Purchaser's Requirements	SANTIAGO'S OFFICE SUPPLIES AND EQUIPMENT TRADING		MR. PINK STORE		ASTORM SCHOOL AND OFFICE DEPOT					
				Bidder's Specification	Unit Cost	Trial Cost	Bidder's Specification	Unit Cost	Trial Cost	Bidder's Specification	Unit Cost	Trial Cost	
1	100	piece	CORRECTION TAPE, 6 meters (min.), Individual Pack	JOY	35.00	3,500.00	DELI	40.00	4,000.00	40.00	4,000.00		
2	5	box	CLIP, BACKFOLD, 32mm, 12pcx/box	JOY	30.00	150.00	DIAMOND	38.00	190.00	45.00	225.00		
3	5	box	CLIP BACKFOLD, 50mm, 12pcx/box	JOY	60.00	300.00	DIAMOND	65.00	325.00	70.00	350.00		
4	10	piece	DATA FILE BOX, Made of Chipboard, with Closed-Ends	ASEAN	120.00	1,200.00		150.00	1,500.00	150.00	1,500.00		
5	1	box	ENVELOPE, Documentary, For Legal Size Document, 500pcx/box	ASEAN	1,250.00	1,250.00		1,300.00	1,300.00	1,500.00	1,500.00		
6	10	box	FASTENER, Metal, 70mm, between Prongs, 50 set/box	JOY	35.00	350.00	PRINTO	45.00	450.00	55.00	550.00		
7	5	piece	MARKER, PERMANENT, Black, Bullet Type	PILOT	38.00	190.00	PILOT	49.00	245.00	45.00	225.00		
8	5	piece	MARKER, PERMANENT, Blue, Bullet Type	PILOT	38.00	190.00	PILOT	49.00	245.00	45.00	225.00		
9	10	pad	NOTEPAD, STICK-ON, 3x3, 100 sheets/pad	HEW	30.00	300.00	AVIA	40.00	400.00	38.00	380.00		
10	10	pad	NOTEPAD, STICK-ON, 3x4, 100 sheets/pad	HEW	45.00	450.00	AVIA	50.00	500.00	50.00	500.00		
11	70	ream	PAPER, MULTI-COPY, 80gsm, size: 210mm x 297mm, A4 Size	COPY & LASER	200.00	14,000.00	COPY & LASER	215.00	15,050.00	230.00	16,100.00		
12	30	ream	PAPER, MULTI-COPY, 80gsm, size: 216mm x 330mm, Legal Size	COPY & LASER	210.00	6,300.00	COPY & LASER	225.00	6,750.00	240.00	7,200.00		
13	6	book	RECORD BOOK, 500 pages, size: 214mm x 278mm min	VALIANT	85.00	510.00	ADVANCE	98.00	588.00	90.00	540.00		
14	6	book	RECORD BOOK, 200 pages, size: 214mm x 278mm min	VALIANT	55.00	330.00	ADVANCE	60.00	360.00	65.00	390.00		
15	5	box	RUBBER BAND, 70mm min. Lay Flat Length (#18)	CLICK	180.00	900.00	N/A	200.00	1,000.00	250.00	1,250.00		
16	5	piece	STAPLER, Standard, Heavy Duty, With Staple Remover	AVI-DO	180.00	900.00	DELI	200.00	1,000.00	280.00	1,400.00		
17	6	box	STAPLER WIRE, Standard	STARX	35.00	210.00	DELI	40.00	240.00	45.00	270.00		
18	20	box	SMOOTH INK PEN, Black, Liquid/Gel Ink, 0.5mm Needle Tip	STARX	38.00	760.00	N/A						
19	3	piece	SCISSOR, 8"	TOLSEN	130.00	390.00	INGCO	150.00	450.00	180.00	540.00		
20	6	roll	TAPE, TRANSPARENT, width: 24mm (#1mm)	CROCO	15.00	90.00		18.00	108.00	25.00	150.00		
21	6	roll	TAPE, TRANSPARENT, width: 48mm (#1mm)	CROCO	30.00	180.00		35.00	210.00	45.00	270.00		
22	6	roll	TAPE, PACKAGING, width: 48mm (#1mm)	CROCO	70.00	420.00		80.00	480.00	90.00	540.00		
23	120	piece	GEL PEN, 0.5mm, Black	MY-GEL	22.00	2,640.00	ENICE	25.00	3,000.00	30.00	3,600.00		
24	36	piece	GEL PEN, 0.5mm, Blue	MY-GEL	22.00	792.00	ENICE	25.00	900.00	30.00	1,080.00		
25	10	box	FLEXI BOX, FB-300, 67 Liters	OROCAN	80.00	800.00	N/A			950.00	9,500.00		
26	2	roll	TWINE, Plastic, One Kilo/Roll	DURAFLEX	80.00	160.00	N/A			100.00	200.00		
27	5	piece	CALCULATOR, Desktop, Standard Function with 12-Digits	CASIO	380.00	1,900.00	CASIO	450.00	2,250.00	450.00	2,250.00		
28	50	piece	FOLDER, White, Legal Size	SYSTEM	6.00	300.00	SYSTEM	7.00	350.00	7.00	350.00		
29	4	piece	FLACH DRIBE, USB 3.0, 32 GB	SANDISK	500.00	2,000.00	N/A			600.00	2,400.00		
30	3	piece	PUNCHER, Heavy Duty, 2 Hole Punch	WELLS	150.00	450.00		180.00	540.00	180.00	540.00		
APPROVED BUDGET FOR THE CONTRACT: PHP 49,114.00				49,112.00		41,431.00		NON-COMPLIANT		NON-COMPLIANT		58,025.00	

Deliberated upon by the OSWD - BIDS COMMITTEE (OSWD-BAC) on October 18, 2021 and recommended by awarded by SANTIAGO'S OFFICE SUPPLIES AND EQUIPMENT TRADING as the lowest compliant bid.

JAMMEL P. BALBAGO Member
IMEE C. VILLANUEVA Member
GENELIZA Q. GABILAN Member
SONIA R. DE LEON Vice-Chairperson
SHELLA S. TAPIA Chairperson

PATRICK G. JARMIN Alternate Member
KHEEN MICHAEL G. SE Alternate Member
ANGELYN S. AGUNDO Alternate Member

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