



PURCHASE ORDER
DSWD MIMAROPA Region
Entity Name

| | |
|--|-------------------------------------|
| Supplier : QUIN TRADING | P.O. No. : 2021-12-1103 |
| Address : MASIPIT, CALAPAN CITY, ORIENTAL MINDORO | Date : December 21, 2021 |
| TIN : | 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 - ORIENTAL MINDORO (Capitol Complex, Camilmil, Calapan City) | Delivery Term : FOB Destination |
| Date of Delivery : Fifteen (15) days upon receipt of Approved PO | Payment Term : 15-30 days upon final inspection |

| Stock/Property | Unit | Description | Quantity | Unit Cost | Amount |
|----------------|-------|--|----------|-----------|-----------|
| 1 | ream | PAPER, MULTI-COPY, 80gsm, Size: 210mm x 297mm, A4 size - HARD COPY | 150 | 190.00 | 28,500.00 |
| 2 | ream | PAPER, MULTI-COPY, 80gsm, Size: 216mm x 330mm, Legal size - HARD COPY | 75 | 200.00 | 15,000.00 |
| 3 | piece | CORRECTION TAPE, 6 meters (min), Individual pack | 120 | 40.00 | 4,800.00 |
| 4 | book | RECORD BOOK, 500pages, 214mm x 278mm min. | 5 | 100.00 | 500.00 |
| 5 | piece | FOLDER, White, Long | 20 | 400.00 | 8,000.00 |
| 6 | piece | FOLDER, EXPANDABLE, Legal Size, Color: Green | 20 | 15.00 | 300.00 |
| 7 | box | FASHENER, 8.5" between Prongs, 50 set/box | 10 | 50.00 | 500.00 |
| 8 | piece | GEL PEN, Black, Liquid/Gel Ink, 0.5 mm Needle tip - PILOT | 6 | 100.00 | 600.00 |
| 9 | roll | TWINE, PLASTIC, One kilo per roll | 3 | 100.00 | 300.00 |
| 10 | box | CLIP, BACKFOLD, 2", 12pcs/box | 24 | 80.00 | 1,920.00 |
| 11 | roll | TAPE, TRANSPARENT, width: 48mm (±1mm), 50 meters length | 12 | 75.00 | 900.00 |
| 12 | jar | GLUE, ALL PURPOSE, 300grams min. - ELMER'S GLUE | 2 | 45.00 | 90.00 |

*****NOTHING FOLLOWS*****

COMMISSION ON AUDIT
RECEIVED BY *Eandy*
DATE 08 FEB 2022

Approved Budget for the Contract: Php61,550.00
PR No. 2021-11-1069
Purpose: Purchase of Additional Office Supplies for the use of PSP-AICS SWADT Oriental Mindoro
Prepared by: Lorie Licop

| | | |
|-------------------------|---|------------------|
| (Total Amount in Words) | SIXTY ONE THOUSAND FOUR HUNDRED TEN PESOS ONLY | 61,410.00 |
|-------------------------|---|------------------|

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 : **01-101**
Funds Available : **61,410.00**

Danilyn T. Galan
DANILYN T. GALAN
Signature over Printed Name of Administrative Officer IV / OIC-Section Head,
Accounting Section

ORS/BURS No. : 2021-12-1103
Date of the ORS/BURS : 2/23
Amount : **61,410.00**



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

NOTICE OF AWARD

Date : December 21, 2021

MS. SHIERA KRISTINE T. KING

Proprietor
Quin Trading
Masipit, Calapan City, Oriental Mindoro

Dear **Ms. King**:

We are pleased to inform you that the Request for Quotation No. 2021-11-1069 for the "Purchase of Additional Office Supplies for the use of PSP-AICS SWADT Oriental Mindoro" is hereby awarded to you at a Total Contract Price inclusive of all applicable taxes equivalent to **Sixty One Thousand Four Hundred Ten Pesos Only (Php 61,410.00)**.

You are therefore required to comply with the Terms and Conditions stated in the Purchase Order No. **2021-12-1103** 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)

QUIN TRADING

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 ADDITIONAL OFFICE SUPPLIES FOR THE USE OF PSP-AICS SWADT-ORIENTAL MINDORO

2021-11-1069

| Item No. | Qty | Unit | Purchaser's Requirements | BIDDER'S NAME | | | | | | | | | |
|--|-----|-------|---|------------------------|-----------|------------|--|--------------|------------|------------------------|-----------|--------------|-----------|
| | | | | QUIN TRADING | | | VMI OFFICE AND SCHOOL SUPPLIES TRADING | | | JK MINIMART | | | |
| | | | | Bidder's Specification | Unit Cost | Total Cost | Bidder's Specification | Unit Cost | Total Cost | Bidder's Specification | Unit Cost | Total Cost | |
| 1 | 150 | ream | PAPER, MULTI-COPY, 80gsm, size: 210mm x 297mm, A4 Size | HARD COPY | 190.00 | 28,500.00 | | 200.00 | 30,000.00 | | 195.00 | 29,250.00 | |
| 2 | 75 | ream | PAPER, MULTI-COPY, 80gsm, size: 216mm x 330mm, Legal Size | HARD COPY | 200.00 | 15,000.00 | | 205.00 | 15,375.00 | | 205.00 | 15,375.00 | |
| 3 | 120 | piece | CORRECTION TAPE, 6 meters (min.), Individual Pack | | 40.00 | 4,800.00 | | 80.00 | 9,600.00 | | 45.00 | 5,400.00 | |
| 4 | 5 | book | RECORD BOOK, 500 Pages, 214mm x 278m min | | 100.00 | 500.00 | | 120.00 | 600.00 | | 102.00 | 510.00 | |
| 5 | 20 | pcs | FOLDER, White, Long | | 400.00 | 8,000.00 | | 420.00 | 8,400.00 | | 410.00 | 8,200.00 | |
| 6 | 20 | pcs | FOLDER, EXPANDABLE, Legal Size, Color: GREEN | | 15.00 | 300.00 | | 25.00 | 500.00 | | 18.00 | 360.00 | |
| 7 | 10 | box | FASTENER, 8.5" between Prongs, 50 set/box | | 50.00 | 500.00 | | 70.00 | 700.00 | | 60.00 | 600.00 | |
| 8 | 6 | pcs | GEL PEN, Black, Liquid/Gel Ink, 0.5mm Needle Tip | PILOT | 100.00 | 600.00 | | 200.00 | 1,200.00 | | 120.00 | 720.00 | |
| 9 | 3 | roll | TWINE, PLASTIC, One Kilo Per Roll | | 100.00 | 300.00 | | 200.00 | 600.00 | | 195.00 | 315.00 | |
| 10 | 24 | box | CLIP, BACKFOLD, 2", 12pcs/box | | 80.00 | 1,920.00 | | 95.00 | 2,280.00 | | 85.00 | 2,040.00 | |
| 11 | 12 | roll | TAPE, TRANSPARENT, width: 48mm (±1mm), 50 meters length | | 75.00 | 900.00 | | 85.00 | 1,020.00 | | 80.00 | 960.00 | |
| 12 | 2 | jar | GLUE, ALL PURPOSE, 300grams min. | ELMER'S GLUE | 45.00 | 90.00 | | 90.00 | 180.00 | | 50.00 | 100.00 | |
| *****NOTHING FOLLOWS***** | | | | | | | | | | | | | |
| Page 1 of 1 | | | | | | | | | | | | | |
| APPROVED BUDGET FOR THE CONTRACT: PHP61,550.00 | | | | TOTAL AMOUNT | 61,410.00 | | | TOTAL AMOUNT | 70,455.00 | | | TOTAL AMOUNT | 63,830.00 |

Deliberated upon by the DSWD - BIDS COMMITTEE (DSWD-BAC) on 12-1-21 and recommends to be awarded to Quin Trading as the lowest calculated and responsive bid

JAMUEL P. BALBABOCO
BAC Member

IMEE C. WILLANUEVA
BAC Member

GENELIZA D. GABILAN
BAC Member

SONIA R. DE LEON
BAC Vice Chairperson

SHEILA S. TAPIA
BAC Chairperson

PATRICK G. JARMIN
Alternate BAC Member

KHEEN MICHAEL G. SE
Alternate BAC Member

ANGELYN S. AGUNDO
Alternate BAC Member

Approved by:

FERNANDO R. DE VILLA, JR., CESO III
Regional Director