



PURCHASE ORDER
DSWD MIMAROPA Region
 Entity Name

Supplier : QUIN TRADING	P.O. No. : 2021-12-1104
Address : MASIPIT, CALAPAN CITY, ORIENTAL MINDORO	Date : December 21, 2021
TIN :	Mode of Procurement : Shopping B

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 No.	Unit	Description	Quantity	Unit Cost	Amount
1	ream	PAPER, MULTI-COPY, 80gsm, Size: 210mm x 297mm, A4 size - HARD COPY	150	170.00	25,500.00
2	ream	PAPER, MULTI-COPY, 80gsm, Size: 216mm x 330mm, Legal size - HARD COPY	150	190.00	28,500.00
3	piece	CORRECTION TAPE, 6 meters (min), Individual pack - JOY/HBW	20	24.00	480.00
4	book	RECORD BOOK, 500pages, 214mm x 278mm min. - VISION	15	100.00	1,500.00
5	box	FOLDER, White, Long, 100pcs/box - ASIAN	2	420.00	840.00
6	piece	FOLDER, EXPANDABLE, Legal Size, Color: Green	100	14.00	1,400.00
7	piece	PLASTIC ENVELOPE, EXPANDING, for legal size, Color: Blue - ADVENTURER	100	50.00	5,000.00
8	piece	PUNCHER, for paper, Heavy Duty with 2 Hole Guide - HBW	2	156.00	312.00
9	box	STAPLER, Standard, Heavy duty, with staple remover - HBW	14	120.00	1,680.00
10	piece	SCISSOR, 8", Heavy Duty - HBW	14	54.00	756.00
11	box	STAPLE WIRE, Standard, No.35, (10boxes) - HBW	2	360.00	720.00
12	piece	SHARPENER, For Pencil, Translucent Shaving Bin, Heavy Duty, Double Thickness Steel Body, Two Handed operation, Portable Desk Clamp included ABS Plastic parts are strong and Durable - HBW	2	300.00	600.00
13	roll	TAPE, TRANSPARENT, 48mm (±1mm), 50 meters length - PARAMOUNT	24	42.00	1,008.00
14	roll	TAPE, TRANSPARENT, 1"X 25 yards - PARAMOUNT	24	30.00	720.00
15	roll	PACKAGING TAPE, 48mm, 50 meters length (Brown) - PARAMOUNT	24	42.00	1,008.00
16	roll	MASKING TAPE, 48mm, 50 meters length (White) - PARAMOUNT	24	42.00	1,008.00
17	roll	MASKING TAPE, 1"X25 yards - PARAMOUNT	24	30.00	720.00
18	piece	MARKER, FLUORESCENT COLORS, highlighter, assorted color - HBW	15	18.00	270.00
19	pad	STAMP PAD - HBW	15	30.00	450.00
20	bottle	INK, For STAMP PAD, 60ml - HBW	15	24.00	360.00
21	cart	INK, HP 680, Black - HP	24	659.00	15,816.00
22	cart	INK, HP 680, Tricolor - HP	15	700.00	10,500.00
23	cart	INK, HP OFFICEJET 905XL, Black - HP	15	1,800.00	27,000.00
24	cart	INK, HP OFFICEJET 905XL, Blue - HP	15	1,800.00	27,000.00
25	cart	INK, HP OFFICEJET 905XL, Yellow - HP	15	1,800.00	27,000.00
26	cart	INK, HP OFFICEJET 905XL, Pink - HP	15	1,800.00	27,000.00
27	box	CLIP, BACKFOLD, 1", 12pcs/box - HBW	25	22.00	550.00
28	box	CLIP, BACKFOLD, 2", 12pcs/box - HBW	25	69.00	1,725.00
29	box	RUBBER BAND, Big, Durable - ARROW	2	160.00	320.00
30	piece	MONEY WAX - HBW	5	32.00	160.00
31	box	FLEXIBOX, 70liters, Durable Plastic with Cover - OROCAN	70	750	52,500.00
32	box	FASHENER, Plastic, 70mm between Prongs, 50 set/box - HBW	10	30.00	300.00
33	roll	FASHENER, Plastic, 80mm between Prongs, 50 set/box - HBW	10	60.00	600.00
34	box	SIGN PEN, Black, Liquid/gel Ink, 0.5mm Needle Tip, 12pcs/box - PANDA	6	75.00	450.00
35	box	SIGN PEN, Blue, Liquid/gel Ink, 0.5mm Needle Tip, 12pcs/box - PANDA	6	75.00	450.00
36	box	BALLPEN, Ordinary, Blue, 12pcs/box - PANDA	6	65.00	390.00
37	box	BALLPEN, Ordinary, Black, 12pcs/box - PANDA	6	65.00	390.00
38	piece	FILE BOX, HARD BOUND, Close Ends with Cover	25	160.00	4,000.00
39	piece	DOCUMENT TRAY, 3 layers, metal	15	640.00	9,600.00
40	piece	CLIPBOARD, For Paper, Hardbound, Durable Plastic	14	80.00	1,120.00
41	piece	STAPLE WIRE REMOVER, Plier Type	14	50.00	700.00
42	piece	CALCULATOR, Electronic Desktop Calculator with 12 digit larger LCD display	14	250.00	3,500.00
43	pad	STICKY NOTE, 2x3	15	15.00	225.00
43	pad	STICKY NOTE, 3x3	15	18.00	270.00

*****NOTHING FOLLOWS*****
 Approved Budget for the Contract: Php284,41300
PR No. 2021-11-1070
 Purpose: Purchase of Additional Office Supplies for the use of PSP-AICS SWADT Oriental Mindoro
 Prepared by: Lorie Licop

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

(Total Amount in Words) TWO HUNDRED EIGHTY FOUR THOUSAND THREE HUNDRED NINETY EIGHT PESOS ONLY 284,398.00

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 VILIA, JR., CESO III Signature over Printed Name of Authorized Official Regional Director
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Fund Cluster : 01-101 Funds Available : 284,398.00 DANILYN T. GALAN Signature over Printed Name of Administrative Officer IV / OIC-Section Head, Accounting Section	ORS/BURS No. : 201-12-634 Date of the ORS/BURS: 12/23 Amount : 284,398.00
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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. 2021-11-1070 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 **Two Hundred Eighty Four Thousand Three Hundred Ninety Eight Pesos Only (Php 284,398.00)**.

You are therefore required to comply with the Terms and Conditions stated in the Purchase Order No. **2021-12-1104** 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 AND DELIVERY OF OFFICE SUPPLIES FOR THE USE OF CIS PSP-AICS SWADT-ORIENTAL MINDORO

2021-11-1070

Item No.	Qty	Unit	Purchaser's Requirements	BIDDER'S NAME								
				YMI OFFICE AND SCHOOL SUPPLIES TRADING			QUIN 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		180.00	27,000.00	HARD COPY	170.00	25,500.00		190.00	28,500.00
2	150	ream	PAPER, MULTI-COPY, 80gsm, size: 216mm x 330mm, Legal Size		200.00	30,000.00	HARD COPY	190.00	28,500.00		210.00	31,500.00
3	20	pcs	CORRECTION TAPE, 6 meters (min.), Individual Pack		26.00	520.00	JOY/HBW	24.00	480.00		28.00	560.00
4	15	book	RECORD BOOK, 500 Pages, 214mm x 278mm min		115.00	1,725.00	VISION	100.00	1,500.00		111.00	1,665.00
5	2	box	FOLDER, White, Long, 100pcs/box		430.00	860.00	ASIAN	420.00	840.00		440.00	880.00
6	100	pcs	FOLDER, EXPANDABLE, Legal Size, Color: GREEN		16.00	1,600.00		14.00	1,400.00		18.00	1,800.00
7	100	pcs	PLASTIC ENVELOPE, EXPANDING, For Legal Size, Color: BLUE		60.00	6,000.00	ADVENTURER	50.00	5,000.00		62.00	6,200.00
8	2	pcs	PUNCHER, For Paper, Heavy Duty with 2-Hole Guide		160.00	320.00	HBW	156.00	312.00		165.00	330.00
9	14	box	STAPLER, Standard, Heavy Duty, With Staple Remover		125.00	1,750.00	HBW	120.00	1,680.00		127.00	1,778.00
10	14	pcs	SCISSOR, 8", Heavy Duty		60.00	840.00	HBW	54.00	756.00		62.00	868.00
11	2	box	STAPLE WIRE, Standard, No. 35, (10boxes)		375.00	750.00	HBW	360.00	720.00		380.00	760.00
12	2	pcs	SHARPENER, For PENCIL, Translucent Shaving Bin, Heavy Duty, Double Thickness Steel Body, Two-handed operation, Portable Desk Clamp included ABS Plastic Parts are Strong and Durable		310.00	620.00	HBW	300.00	600.00		320.00	640.00
13	24	roll	TAPE, TRANSPARENT, 48mm (±1mm), 50 meters length		45.00	1,080.00	PARAMOUNT	42.00	1,008.00		47.00	1,128.00
14	24	roll	TAPE, TRANSPARENT, 1" x 25 yards		35.00	840.00	PARAMOUNT	30.00	720.00		40.00	960.00
			Page 1 of 3	SUB-TOTAL		73,905.00	SUB-TOTAL		69,016.00	SUB-TOTAL		77,569.00

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. BALBAROCO
BAC Member

IMEE C. WILLANUEVA
BAC Member

GENELIZAN 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

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2021-11-1070

Item No.	Qty	Unit	Purchaser's Requirements	BIDDER'S NAME								
				YMI OFFICE AND SCHOOL SUPPLIES TRADING			QUIN TRADING			JK MINIMART		
				Bidder's Specification	Unit Cost	Total Cost	Bidder's Specification	Unit Cost	Total Cost	Bidder's Specification	Unit Cost	Total Cost
15	24	roll	PACKAGING TAPE, 48mm, 50meters length (Brown)		45.00	1,080.00	PARAMOUNT	42.00	1,008.00		40.00	960.00
16	24	roll	MASKING TAPE, 48mm, 50meters length (White)		45.00	1,080.00	PARAMOUNT	42.00	1,008.00		37.00	888.00
17	24	roll	MASKING TAPE, 1" X 25 yards		35.00	840.00	PARAMOUNT	30.00	720.00		29.00	696.00
18	15	pcs	MARKER, FLUORESCENT COLORS, Highlighter, Assorted Color		20.00	300.00	HBW	18.00	270.00		20.00	300.00
19	15	pad	STAMP PAD		35.00	525.00	HBW	30.00	450.00		35.00	525.00
20	15	bottle	INK, For STAMP PAD, 60ml		27.00	405.00	HBW	24.00	360.00		29.00	435.00
21	24	cart	INK, HP 680, Black		670.00	16,080.00	HP	659.00	15,816.00		680.00	16,320.00
22	15	cart	INK, HP 680, Tricolor		710.00	10,650.00	HP	700.00	10,500.00		720.00	10,800.00
23	15	cart	INK, HP OFFICEJET 905XL, Black		1,820.00	27,300.00	HP	1,800.00	27,000.00		1,850.00	27,750.00
24	15	cart	INK, HP OFFICEJET 905XL, Blue		1,820.00	27,300.00	HP	1,800.00	27,000.00		1,850.00	27,750.00
25	15	cart	INK, HP OFFICEJET 905XL, Yellow		1,820.00	27,300.00	HP	1,800.00	27,000.00		1,850.00	27,750.00
26	15	cart	INK, HP OFFICEJET 905XL, Pink		1,820.00	27,300.00	HP	1,800.00	27,000.00		1,850.00	27,750.00
27	25	box	CLIP, BACKFOLD, 1", 12pcs/box		25.00	625.00	HBW	22.00	550.00		29.00	725.00
28	25	box	CLIP, BACKFOLD, 2", 12pcs/box		75.00	1,875.00	HBW	69.00	1,725.00		80.00	2,000.00
29	2	box	RUBBER BAND, Big, Durable		170.00	340.00	ARROW	160.00	320.00		180.00	360.00
30	5	pcs	MONEY WAX		37.00	185.00	HBW	32.00	160.00		40.00	200.00
31	70	box	FLEXIBOX, 70L, Duarable Plastic with Cover		780.00	54,600.00	OROCAN	750.00	52,500.00		790.00	55,300.00
32	10	box	FASTENER, Plastic, 70mm, between Prongs, 50 set/box		35.00	350.00	HBW	30.00	300.00		40.00	400.00
			Page 2 of 3	SUB-TOTAL		198,135.00	SUB-TOTAL		193,687.00	SUB-TOTAL		200,909.00

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

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Alternate BAC Member

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Alternate BAC Member

ANGELYN S. AGUNDO
Alternate BAC Member

Approved by:

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

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				YMI OFFICE AND SCHOOL SUPPLIES TRADING			QUIN TRADING			JK MINIMART				
				Bidder's Specification	Unit Cost	Total Cost	Bidder's Specification	Unit Cost	Total Cost	Bidder's Specification	Unit Cost	Total Cost		
33	10	roll	FASTENER, Plastic, 80mm, between Prongs, 50 set/box		65.00	650.00	HBW	60.00	600.00		70.00	700.00		
34	6	box	SIGN PEN, Black, Liquid/Gel Ink, 0.5mm Needle Tip, 12pcs/box		80.00	480.00	PANDA	75.00	450.00		85.00	510.00		
35	6	box	SIGN PEN, Blue, Liquid/Gel Ink, 0.5mm Needle Tip, 12pcs/box		80.00	480.00	PANDA	75.00	450.00		85.00	510.00		
36	6	box	BALLPEN, Ordinary, Blue, 12pcs/box		70.00	420.00	PANDA	65.00	390.00		72.00	432.00		
37	6	box	BALLPEN, Ordinary, Black, 12pcs/box		70.00	420.00	PANDA	65.00	390.00		72.00	432.00		
38	25	pcs	FILE BOX, HARD BOUND, Close Ends with Cover		180.00	4,500.00		160.00	4,000.00		185.00	4,625.00		
39	15	pcs	DOCUMENT TRAY, 3-Layers, Metal		670.00	10,050.00		640.00	9,600.00		690.00	10,350.00		
40	14	pcs	CLIPBOARD, For Paper, Hardbound, Durable Plastic		100.00	1,400.00		80.00	1,120.00		105.00	1,470.00		
41	14	pcs	STAPLE WIRE REMOVER, PLIER Type		60.00	840.00		50.00	700.00		62.00	868.00		
42	14	pcs	CALCULATOR, Electronic Desktop Calculator with 12-digit Large LCD Display		270.00	3,780.00		250.00	3,500.00		280.00	3,920.00		
43	15	pad	STICKY NOTE, 2x3		20.00	300.00		15.00	225.00		20.00	300.00		
44	15	pad	STICKY NOTE, 3x3		22.00	330.00		18.00	270.00		24.00	360.00		
*****NOTHING FOLLOWS*****														
				SUB-TOTAL PAGE 1			73,905.00	SUB-TOTAL PAGE 3			69,016.00	SUB-TOTAL PAGE 3		77,569.00
				SUB-TOTAL PAGE 2			198,135.00	SUB-TOTAL PAGE 2			193,687.00	SUB-TOTAL PAGE 2		200,909.00
Page 3 of 3				SUB-TOTAL PAGE 3			23,650.00	SUB-TOTAL PAGE 3			21,695.00	SUB-TOTAL PAGE 3		24,477.00
APPROVED BUDGET FOR THE CONTRACT: 284,413.00				GRAND TOTAL	<i>Above ABC</i>	295,690.00	GRAND TOTAL		284,398.00	GRAND TOTAL	<i>Above ABC</i>	327,432.00		

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

[Signature]
JHEE J. VILLANUEVA
BAC Member

[Signature]
GENELIZA D. GABILAN
BAC Member

[Signature]
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BAC Vice Chairperson

[Signature]
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ANGELYN S. AGUNDO
Alternate BAC Member

Approved by:

[Signature]
FERNANDO R. DE VILLA, JR., CESO III
Regional Director