

NOTICE OF AWARD

April 18, 2022

MS. JENNILYN BORJA

Proprietor

LEON CULLEN'S TRADING

1279 M. Yakal St., Bambang Santa Cruz, Manila

Dear **Ms. Borja**:

We are pleased to inform you that the RFQ No. 2022-03-0213 for "**Supply and Delivery of Office Supplies in Oriental Mindoro**" is hereby awarded to you as the Bidder with the Lowest Calculated Responsive Bid at a Contract Price equivalent to **Four Hundred Thirteen Thousand Two Hundred Twenty Pesos Only (Php 413,220.00)**.

You are therefore required to comply with the Terms and Conditions stated in the PO No.2022-04-0200 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:


JOEL S. MIJARES
Officer-in-Charge
Special Order No. 122

S. 2022

(Signature over Printed Name of Bidder's Authorized Representative)

LEON CULLEN'S TRADING

Date : _____



PURCHASE ORDER
DSWD MIMAROPA Region
Entity Name

COMMISSION ON AUDIT
RECEIVED BY: *[Signature]*
DATE: 18 MAY 2022

Supplier : **LEON CULLEN'S TRADING**
 Address : **1279 M. Yakal St., Bambang Santa Cruz, Manila**
 TIN : _____
 P.O. No. : **2022-04-0200**
 Date : **April 18, 2022**
 Mode of Procurement : **SHOPPING - B**

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

Place of Delivery : **Pantawid Provincial Operations Office, 2nd Floor RKT Building, JP Rizal St., corner Bayabas Street, Lalud Calapan City, Oriental Mindoro**
 Delivery Term : **FOB Destination**
 Date of Delivery : **Fifteen (15) Calendar Days upon receipt of Approved Purchase Order**
 Payment Term : **15-30 days upon final inspection**

Property No.	Unit	Description	Quantity	Unit Cost	Amount
Supply and Delivery of Office Supplies In Oriental Mindoro					
1	piece	BALLPOINT PEN RETRACTABLE (BLACK), fine point, 0.5 - hbw	312	4.20	1,310.40
2	pack	BATTERY, dry cell, AA, 4 pieces per blister pack, Alkaline Battery - alkaline	24	81.60	1,958.40
3	pack	BATTERY, dry cell, AAA, 4 pieces per blister pack, Alkaline Battery - alkaline	12	88.80	1,065.60
4	Cart	BROTHER INK LC3617 BLACK	4	720.00	2,880.00
5	Cart	BROTHER INK LC3617 CYAN	4	720.00	2,880.00
6	Cart	BROTHER INK LC3617 MAGENTA	4	720.00	2,880.00
7	Cart	BROTHER INK LC3617 YELLOW	4	720.00	2,880.00
8	piece	CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	14	300.00	4,200.00
9	pack	CARTOLINA, ASSORTED COLORS, 20 pieces per pack	6	108.00	648.00
10	pad	Civil Service Form no. 48 (Daily Time Record), 100 sheets per pad	24	150.00	3,600.00
11	box	CLIP, BACKFOLD, 19MM, 12 pieces per box	48	14.40	691.20
12	box	CLIP, BACKFOLD, 25MM, 12 pieces per box	12	19.20	230.40
13	box	CLIP, BACKFOLD, 32MM, 12 pieces per box	24	28.80	691.20
14	box	CLIP, BACKFOLD, 50MM, 12 pieces per box	24	66.00	1,584.00
15	piece	Clipboard, Folio size	8	58.80	470.40
16	ream	COLORED PAPER (ASSORTED), A4 Size, 80gsm, 500 sheets/ream	1	336.00	336.00
17	piece	COLORED PAPER (GREEN), A4 Size, 500 sheets/ream	1	162.00	162.00
18	ream	COLORED PAPER (ORANGE), A4 Size, 500 sheets/ream	1	162.00	162.00
19	ream	COLORED PAPER (PINK), A4 Size, 500 sheets/ream	1	162.00	162.00
20	ream	COLORED PAPER (RED), A4 Size, 500 sheets/ream	1	162.00	162.00
21	ream	COLORED PAPER (YELLOW), A4 Size, 500 sheets/ream	1	162.00	162.00
22	piece	CORRECTION TAPE, individual plastic, 8mm to 10mm in size	240	26.40	6,336.00
23	piece	CUTTER KNIFE, heavy duty, metal case, with auto lock	19	18.00	342.00
24	piece	DATA FILE BOX, made of chipboard, with closed ends	21	78.00	1,638.00
25	piece	Data Folder, A4 Size (BLUE)	4	102.00	408.00
26	piece	Dater Stamp, changeable date/mon/year format, 1 liner and self inking dater stamp	3	420.00	1,260.00
27	piece	Document Paper Tray Sorter/ Organizer 3 layer, Legal size, black	6	300.00	1,800.00
28	piece	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	58	34.80	2,018.40
29	box	ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	1	1,020.00	1,020.00
30	box	ENVELOPE, DOCUMENTARY, for legal size document, 500 pieces per box	4	1,140.00	4,560.00
					48,498.00
*****NOTHING FOLLOWS***** page 1 of 3					
Approved Budget for the Contract: Php507,600.00 PR No. 2022-03-0213					
Purpose: Supply and Delivery of Office Supplies in Oriental Mindoro Prepared by: Emma Joy C. Nolasco					

(Total Amount in Words) **FOUR HUNDRED THIRTEEN THOUSAND TWO HUNDRED TWENTY PESOS ONLY** 413,220.00

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

JOEL S. MIJARES
 Officer-in-Charge
 Special Order No. 5-2071

Date _____

Fund Cluster : **01-101**
 Funds Available : **413,220.00**
 Signature over Printed Name of Administrative Officer IV / OIC-Section Head, Accounting Section
DANILYN T. GALAN

ORS/BURS No. : 2022-04-1266
 Date of the ORS/BURS: 4/25
 Amount : **413,220.00**



PURCHASE ORDER
DSWD MIMAROPA Region
Entity Name

Supplier : LEON CULLEN'S TRADING	P.O. No. 2022-04-0200
Address : 1279 M. Yakal St., Bambang Santa Cruz, Manila	Date : April 18, 2022
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 : <u>Pantawid Provincial Operations Office, 2nd Floor RKT Building, JP Rizal St., corner Bayabas Street, Lalud Calapan City, Oriental Mindoro</u>	Delivery Term : <u>FOB Destination</u>
Date of Delivery : <u>Fifteen (15) Calendar Days upon receipt of Approved Purchase Order</u>	Payment Term : <u>15-30 days upon final inspection</u>

Property	Unit	Description	Quantity	Unit Cost	Amount
Supply and Delivery of Office Supplies in Oriental Mindoro					
31	box	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc, 100 pieces per box	15	1,080.00	16,200.00
32	box	ENVELOPE, mailing, with DSWD Logo, Legal, 500 pcs/box	1	234.00	234.00
33	piece	Envelope, Plastic, Legal size	108	12.00	1,296.00
34	piece	Envelope, Plastic, Legal size with handle	36	67.20	2,419.20
35	box	FASTENER, Plastic, 70mm between prongs, 50 sets per box	120	26.40	3,168.00
36	piece	Flashdrive, 64 GB OTG	6	465.60	2,793.60
37	pack	FOLDER, L-TYPE, A4 SIZE, 50 pieces per pack	3	60.00	180.00
38	pack	FOLDER, L-TYPE, LEGAL SIZE, 50 pieces per pack	5	60.00	300.00
39	box	FOLDER, PRESSBOARD, size: Folio size, 100 pieces/box	1	1,560.00	1,560.00
40	piece	FOLDER, with TAB, LEGAL, white	95	348.00	33,060.00
41	piece	GLUE GUN	2	144.00	288.00
42	piece	GLUE STICK BIG (11MMX227MM)	7	252.00	1,764.00
43	bottle	GLUE, all purpose, gross weight: 250 grams min	24	117.60	2,822.40
44	roll	INDUSTRIAL PALLET STRETCH FILM / JACK WRAP, 500mm x 500 meters x 20 microns (3" core)	5	660.00	3,300.00
45	bottle	INK CART, EPSON 005	84	360.00	30,240.00
46	Cart	INK CART, HP CZ107AA, (HP678), TRI COLOR	3	840.00	2,520.00
47	pouch	Laminating Pouches A4 Size, 100 pcs transparent, 250 Microns	1	1,080.00	1,080.00
48	pack	Manila Paper / Wrapping Paper Kraft, 50sheets/pack	3	153.00	459.00
49	piece	MARKER, PERMANENT BLACK, bullet type, refillable - PILOT	48	33.60	1,612.80
50	piece	MARKER, WHITEBOARD, Black REFILLABLE	24	54.00	1,296.00
51	piece	MARKER, WHITEBOARD, fine point blue - PILOT	10	54.00	540.00
52	piece	MOUSE, OPTICAL, USB CONNECTION TYPE, 1 unit in ind	3	420.00	1,260.00
53	piece	NOTEPAD, STICK-ON, 3X3, 100 sheets per pad	96	11.40	1,094.40
54	piece	OFFICIAL RECORD BOOK, 300 PAGES, Size: 214mm X 278mm (min)	19	168.00	3,192.00
55	piece	OFFICIAL RECORD BOOK, 500 PAGES, Size: 214mm x 278mm (min)	12	192.00	2,304.00
56	box	PAPER CLIP, 25MM, 100 pieces per box or 120 grams (min.) (net of box)	12	7.20	86.40
57	box	PAPER CLIP, 50MM, 100 pieces per box or 120 grams (min.) (net of box)	12	18.00	216.00
58	piece	Paper CUTTER, heavy duty, metal case	1	78.00	78.00
59	box	PAPER, MULTI-COPY, A4, 80GSM, 5reams/box	147	950.00	139,650.00
60	box	PAPER, MULTI-COPY, LEGAL, 80GSM, 5reams/box	56	1,062.00	59,472.00
*****NOTHING FOLLOWS*****					314,485.80
page 2 of 3					
Approved Budget for the Contract: Php507,600.00					
PR No. 2022-03-0213					
Purpose: Supply and Delivery of Office Supplies in Oriental Mindoro					
Prepared by: Emma Joy C. Nolasco					

(Total Amount in Words) FOUR HUNDRED THIRTEEN THOUSAND TWO HUNDRED TWENTY PESOS ONLY 413,220.00

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

JOELS S. MIJARES
Officer-in-Charge
Special Order No. 122

Regional Director

Date

Fund/Cluster : **01-101**
Funds Available : **413,220.00**

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

ORS/BURS No. : 2022-04-1266
Date of the ORS/BURS : 4/25
Amount : **413,220.00**



PURCHASE ORDER
DSWD MIMAROPA Region
Entity Name

Supplier : LEON CULLEN'S TRADING	P.O. No. 2022-04-0200
Address : 1279 M. Yakal St., Bambang Santa Cruz, Manila	Date : April 18, 2022
TIN :	Mode of Procurement : SHOPPING - B

Gentlemen:
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Place of Delivery : Pantawid Provincial Operations Office, 2nd Floor RKT Building, JP Rizal St., corner Bayabas Street, Lalud Calapan City, Oriental Mindoro	Delivery Term : FOB Destination
Date of Delivery : Fifteen (15) Calendar Days upon receipt of Approved Purchase Order	Payment Term : 15-30 days upon final inspection

Stock Property No.	Unit	Description	Quantity	Unit Cost	Amount
Supply and Delivery of Office Supplies in Oriental Mindoro					
61	box	Parchmment Paper, A4 size,80gsm, 100 pieces per box	12	26.40	316.80
62	piece	PENCIL SHARPENER, TABLE TOP, 1 piece in individual plastic case	1	288.00	288.00
63	bottle	PERMANENT MARKER, REFILL INK - PILOT	8	75.00	600.00
64	pack	PHOTO PAPER, A4, 20pcs/pack	1	78.00	78.00
65	piece	PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	6	132.00	792.00
66	box	Push Pin, 50pcs/box	12	30.00	360.00
67	box	RUBBER BAND, 70mm min lay flat length (#18)	1	25.80	25.80
68	piece	RULER, Plastic 450mm (18"), width:38mm min.	10	35.00	350.00
69	piece	SCISSORS, heavy duty stainless steel scissors, strong grip, 1 piece in individual plastic	12	20.80	249.60
70	piece	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip - mygel	270	18.00	4,860.00
71	piece	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip - mygel	50	18.00	900.00
72	piece	SIGNPEN BLUE 0.5 mm, needle point, 9.9 mm diameter grip, blue, Capped Snap On, Quick-Drying, Smear-Resistant, dye based Ink, - ENERCEL	16	18.00	288.00
73	pack	Specialty Paper (vellum board), 220 gsm, A4 Size, White, 100pieces/ pack	1	38.00	38.00
74	bottle	STAMP PAD INK, purple or violet, 50ml (min.)	3	43.20	129.60
75	piece	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	24	25.20	604.80
76	Box	STAPLE WIRE, Standard #35	62	30.00	1,860.00
77	piece	STAPLER WITH REMOVER, HEAVY DUTY TYPE, load cap: 200 staples min, 1 piece in individual box - MAX	14	120.00	1,680.00
78	piece	Sticker labelers, 100 flags labelers	24	30.00	720.00
79	pack	STICKER PAPER (100 pcs/pack)	3	33.60	100.80
80	piece	Storage Box, plastic, 67 liters (flexi)	60	456.00	27,360.00
81	roll	TAPE, Double Sided 24mmx10m (heavy duty)	5	78.00	390.00
82	roll	TAPE, MASKING, width: 24mm (±1mm)	6	44.00	264.00
83	roll	TAPE, MASKING, width:48mm (+mm)	8	45.60	364.80
84	roll	TAPE, PACKAGING, width: 48mm (±1mm)	96	44.00	4,224.00
85	roll	TAPE, TRANSPARENT, width: 24mm (±1mm)	96	12.00	1,152.00
86	roll	TAPE, TRANSPARENT, width: 48mm (±1mm)	56	40.00	2,240.00
*****NOTHING FOLLOWS***** page 3 of 3					50,236.20
Approved Budget for the Contract: Php507,600.00 PR No. 2022-03-0213					
Purpose: Supply and Delivery of Office Supplies in Oriental Mindoro Prepared by: Emma Joy C. Nolasco					

(Total Amount in Words) FOUR HUNDRED THIRTEEN THOUSAND TWO HUNDRED TWENTY PESOS ONLY 413,220.00

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Conforme:

Very truly yours,

Signature over Printed Name of Supplier

FERNANDO R. DE VILLA, JR., CESO III
Signature over Printed Name of Authorized Official

Date

JOEL S. MIJARES
Officer-in-Charge
Special Order No. **1252**

Regional Director

Fund Cluster : **01-101**

Funds Available : **413,220.00**

Signature over Printed Name of Administrative Officer IV / OIC-Section Head,
Accounting Section

ORS/BURS No. : **2022-04-1266**
Date of the ORS/BURS: **4/20**
Amount : **413,220.00**