



**PURCHASE ORDER**  
DSWD MIMAROPA Region  
Entity Name

Supplier : **CRON OFFICE SYSTEM INC.**  
Address : 346 Rizal ave. Brgy. San Juan, Tanay, Rizal.  
TIN : 763-953-196-000

P.O. No. : **2022-04-0194**  
Date : April 18, 2022  
Mode of Procurement : **SVP**

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

Place of Delivery : DSWD MIMAROPA FO 1680 F.T. Benitez St. cor Malvar St., Malate, Manila  
Date of Delivery : April to December 2022

Delivery Term : FOB Destination  
Payment Term : 15-30 days upon final inspection

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	pcs	<b>PHOTOCOPIER MACHINE / PRINTER (9 Months)</b> Rent expense Office equipment 1 unit digital photocopier machine/printer (Monochrome printer) including scanner Duration: April to December 2022  <b>Note: In excess of 4,000 copies; Php 0.50 cent per copy</b>  Php 3,000 x 9 months x 4 units  Mode of payment: Monthly basis  Date of delivery : within 7 days upon receipt of approved PO Place of delivery: DSWD MIMAROPA FO 1680 F.T. Benitez St. cor Malvar St., Malate, Manila  <b>RFQ No.2022-03-0264 NP SVP</b>  Purpose:PHOTOCOPIER MACHINE / PRINTER / Rent expense: Office Equipment for use of the Social Pension Program Prepared by: Cathy Victorio	4	2,000.00  x 4 units x 9 months  BROTHER L2540DW 0.50/copy x4,000 min coppies -2,000.00/unit x 4 units =8,000.00/month x 9 months  <b>72,000.00 / 9 months</b>	<b>72,000.00</b>
				<b>TOTAL</b>	<b>72,000.00</b>

(Total Amount in Words) **SEVENTY TWO THOUSAND PESOS ONLY.**

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**

\_\_\_\_\_  
Date

**JOEL S. MARES**  
Officer-in-Charge  
Special Order No. **2022**

Fund Cluster : **1 D1**  
Funds Available : **72,000.00**

**DANILYN GALAN**  
Signature over Printed Name of Chief Accountant/Head of Accounting  
AO IV, OIC-Accounting Section Head

APR 29 2022

ORS/BURS No. : **2022-04-1225**  
Date of the ORS/BURS: **April 19, 2022**  
Amount : **72,000.00**



Department of Social Welfare and Development  
DSWD-GF-010 | REV 00 / 12 OCT 2021



'Serbiyayng May Puso: Saan Man sa MIMAROPA'

### NOTICE OF AWARD

April 18, 2022

**DAENA RAFAELLE V. AMAGSILA**  
Authorized Representative  
CRON OFFICE SYSTEM INC.  
346 Rizal ave. Brgy. San Juan, Tanay, Rizal.

Dear Ms. Amagsila:

We are pleased to inform you that the RFQ No. 2022-03-0264 for PHOTOCOPIER MACHINE / PRINTER / Rent expense: Office Equipment for use of the Social Pension Program is hereby awarded to you as the Bidder with the Lowest Calculated Responsive Bid at a Contract Price equivalent to SEVENTY TWO THOUSAND PESOS ONLY. (Php 72,000.00).

You are therefore required to comply with the Terms and Conditions stated in the PO No.2022-04-0194 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. VILLARES**  
Officer-in-Charge  
Special Order No. 1002  
5-2022 APR 29 2022

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

**CRON OFFICE SYSTEM INC.**

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



