



PURCHASE ORDER

Supplier : **INKPRESSION OFFICE AND SCHOOL SUPPLIES TRADING** P.O. No. : **2022-07-0760**
 Address : **Puerto Princesa City, Palawan** Date : **July 25, 2022**
 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 POO, G7 BLDG., UNIT 2/2ND FLOOR, 131 NATIONAL H-WAY, SAN PEDRO, PUERTO PRINCESA CITY, PALAWAN** Delivery Term : **FOB Destination**
 Date of Delivery : **(15) Fifteen days after receipt of approved P.O** Payment Term : **15-30 days upon final inspection**

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
Supply and Delivery of Office Supplies in Palawan					
1	piece	Ballpoint Pen, Retractable (Black), fine point 0.5, Prevailed	413	15.00	6,195.00
2	pack	Folder, with TAB, Legal, 100 pieces per pack, White, Metro	5	600.00	3,000.00
3	bottle	Glue, All Purpose, gross weight: 250 grams min. TM Star	25	57.00	1,425.00
4	piece	Staple Wire Remover (Stainless), Plier Type, High Quality, Joy	2	69.00	138.00
5	cart	HP Laserjet, Toner Cartridge, Black, CE505A	1	3,800.00	3,800.00
6	ream	Colored Paper, Pink, A4 size, 500 sheets per ream, Splash	6	559.00	3,354.00
7	ream	Paper, Multi-Purpose, A4 size, 70gsm, Hard-Copy	990	185.00	183,150.00
8	ream	Paper, Multi-Purpose, Legal size, 70gsm, Hard-Copy	287	210.00	60,270.00
9	box	Staple Wire, Standard, Joy	105	43.00	4,515.00
10	roll	Tape, Packaging, width: 48mm, 100 yards, King	94	65.00	6,110.00
****NOTHING FOLLOWS****					
<p>PR No.: 2022-07-0690 Approved Budget for the Contract: Php296,089.00 Purpose: for the use in the day-to-day operation of Provincial Operation Office in the Province of Palawan Prepared by: Adriañ M. Bernulla</p>					

COMMISSION IN AUDIT
 RECEIVED BY: *[Signature]*
 DATE: 08 AUG 2022

(Total Amount in Words) **TWO HUNDRED SEVENTY ONE THOUSAND NINE HUNDRED FIFTY SEVEN PESOS ONLY** **PHP 271,957.00**

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,
[Signature]
LEONARDO C. REYNOSO, CESO III
 Signature over Printed Name of Authorized Official
 Regional Director
 Designation

Fund Cluster : **1**
 Funds Available : **PHP 271,957.00**

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

ORS/BURS No. : **2022-08-362**
 Date of the ORS/BURS: **8/2**
 Amount : **PHP 271,957.00**



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 : July 25, 2022

MS. MARY GRACE D. BALMES
Proprietor
INKPRESSION OFFICE AND SCHOOL
SUPPLIES TRADING
Puerto Princesa City, Palawan

Dear **Ms. Balmes**:

We are pleased to inform you that the Request for Quotation No. **2022-07-0690** for the **“Supply and Delivery of Office Supplies in the Province of Palawan”** is hereby awarded to you at a Total Contract Price inclusive of all applicable taxes equivalent to **Two Hundred Seventy-One Thousand Nine Hundred Fifty-Seven Pesos only (Php271,957.00)**

You are therefore required to comply with the Terms and Conditions stated in the Purchase Order No. **2022-07-0760** 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,

LEONARDO C. REYNOSO, CESO III
Regional Director
Head of the Procuring Entity

Conforme:

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

INKPRESSION OFFICE AND SCHOOL SUPPLIES TRADING

Date: _____