



PURCHASE ORDER
DSWD MIMAROPA Region
 Entity Name

COMMISSION ON AUDIT
 RECEIVED BY *[Signature]*
 DATE 20 JUL 2022

Supplier: **MY-LINES OFFICE AND SCHOOL SUPPLIES TRADING** P.O. No: **2022-07-0534**
 Address: **13 E. Valencia St., Puerto Princesa City, Palawan** Date: **July 11, 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: SWAD Palawan Office (3rd Flr. F.D Bldg cor Carandang St. Brgy. Manggahan, PPC, Palawan) Delivery Term: Full Term
 Date of Delivery: Fifteen (15) days upon receipt of approved Purchase Order (P.O) Payment Term: 15-30 days upon final inspection

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	piece	GEL PEN, Black & Blue (50 pieces each color)	100	22.00	2,200.00
2	box	BINDER CLAMP, 25mm, 12pcs/box	10	22.00	220.00
3	box	BINDER CLAMP, 32mm, 12pcs/box	15	30.00	450.00
4	box	BINDER CLAMP, 41mm, 12pcs/box	20	47.00	940.00
5	piece	CALCULATOR, Electronic, 12 digits display	2	143.00	286.00
6	box	CORRECTION TAPE, Film based type, UL 6m min.	50	20.00	1,000.00
7	piece	DATER STAMP	10	60.00	600.00
8	piece	FLEXI BOX, 50 Liters	10	610.00	6,100.00
9	piece	FLEXI BOX, 70 Liters	60	810.00	48,600.00
10	bottle	INK BOTTLE BROTHER BT-6000, Black	25	330.00	8,250.00
11	bottle	INK BOTTLE BROTHER BT-5000, Cyan	11	330.00	3,630.00
12	bottle	INK BOTTLE BROTHER BT-5000, Magenta	11	330.00	3,630.00
13	bottle	INK BOTTLE BROTHER BT-5000, Yellow	11	330.00	3,630.00
14	piece	EXPANDED ENVELOP, Long, brown	100	19.00	1,900.00
15	piece	FOLDER, Long	65	6.00	390.00
16	piece	MARKER, Fluorescent, green	25	13.00	325.00
17	piece	MARKER, Permanent, black	50	39.00	1,950.00
18	box	METAL FILE FASTENER, 4"	20	42.00	840.00
19	bottle	GLUE, Multi-purpose, 240g	10	40.00	400.00
20	pad	NOTE PAD, 3" x 3"	25	20.00	500.00
21	ream	PAPER, Multicopy, 80gsm, A4 size	365	270.00	98,550.00
22	ream	PAPER, Multicopy, 80gsm, Legal size	260	296.00	82,880.00
23	piece	PLASTIC TWINE	30	95.00	2,850.00
24	piece	RECORD BOOK, No. 85, 500 pages	10	575.00	5,750.00
25	box	RUBBER BAND, Size stationary no. 18	30	235.00	7,050.00
26	piece	SCISSORS, Heavy duty, 11 inches	10	35.00	350.00
27	piece	STAMP PAD INK	20	33.00	660.00
28	piece	STAMPING PAD	10	33.00	330.00
29	piece	STAPLE WIRE REMOVER, Heavy duty, scissor type	15	60.00	900.00
30	piece	STAPLER, With staple wire remover, heavy duty	15	110.00	1,650.00
31	roll	TAPE, Packaging, 48mm width	36	35.00	1,260.00
32	roll	TAPE, Transparent, 48mm width	30	35.00	1,050.00
>>>> NOTHING FOLLOWS <<<<<					
Approved Budget for the Contract: Php344,125.00					289,121.00
PR No.: 2022-06-0665					
Purpose: Purchase of Office Supplies for the use of CIS-PSP-AICS Staff in SWAD Palawan for the 3rd Quarter of CY-2022					
Prepared by: Dave T. Corcoro					

(Total Amount in Words) **Two Hundred Eighty-Nine Thousand One Hundred Twenty-One Pesos Onl** 289,121.00

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: **MY-LINES OFFICE AND SCHOOL SUPPLIES TRADING**
JAN MICHAEL CHAN
 Signature over Printed Name of Supplier
 Date **8/3/2022**

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

Fund Cluster: **1**
 Funds Available: **289,121.00**
 Signature over: Printed Name of **NOVI OIC - Head, Accounting Section**

ORS/BURS No. **20210101-22-07-3136**
 Date of the ORS/BURS: **7/12/2022**
 Amount: **289,121.00**

Bids and Awards Committee

DSWD-GF-010
REV 00 | 12 OCT 2021

NOTICE OF AWARD

July 11, 2022

MR. JAN MICHAEL CHAN

Proprietor

MY-LINES OFFICE AND SCHOOL SUPPLIES TRADING

E. Valencia St., Puerto Princesa City

Palawan


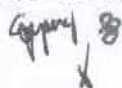
Dear Mr. Chan:

We are pleased to inform you that the RFQ No. 2022-06-0665, for the "Purchase of Office Supplies for the use of CIS PSP-AICS in SWAD Palawan for 3rd Quarter of CY-2022" is hereby awarded to you as the Bidder with the Lowest Calculated Responsive Bid at a Contract Price equivalent to Two Hundred Eighty-Nine Thousand One Hundred Twenty-One Pesos Only (Php 289,121.00).

You are therefore required to comply with the Terms and Conditions stated in PO No. 2022-07-0534 from this Notice of Award receipt.

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:


**MY-LINES OFFICE AND SCHOOL
SUPPLIES TRADING
JAN MICHAEL CHAN
TIN 238-479-893-000**

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

MY-LINES OFFICE AND SCHOOL SUPPLIES TRADING

Date:

8/3/2022

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