



PURCHASE ORDER
DSWD MIMAROPA Region
Entity Name

Supplier : ADP PHOTOCOPY SERVICES	P.O. No. : 2022-04-0170
Address : GMA Cavite	Date : April 13, 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, Unit 2/2nd Floor, 131 National H-way, San Pedro, Puerto Princesa City, Palawan	Delivery Term : FOB Destination
Date of Delivery : May - December 2022	Payment Term : 15-30 days upon final inspection

STOCK Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	month	Service Provider for Printer Rental - Colored Free use of Heavy Duty Multi-Functional Printer (Network Printer/copier/scanner - not rema/refill) - Stand Alone RICOH MPC2051 Rental Unit Colored B & W, Printer, Scanner Workgroup Printer 220V Build in Device - Touch screen Panel Wired / Lan USB , Lan Bond Paper, Used & Photopaper All Size Accepted up to A3 Ethernet, Lan Accepted Resoluitienn for B/W 20,000 per month 240,000 - 12months Replace Parts, Our Responsibility, Toner Provided High Quality & Heavy Duty Accepted Months Request Free Maintenance Services 8:00am - 5:00pm / On call Request Request for Additional Skill Photocopier Refill Technician Period Covered: May - December 2022 *****NOTHING FOLLOWS***** PR No. 2022-03-0242 Purpose: For Printing, reproduction of 4Ps Materials and daily operational documents Prepared by: Adriahn M. Bernulla	8	10,000.00	80,000.00

COMMISSION ON AUDIT
RECEIVED BY: *[Signature]*
DATE: 02 MAY 2022

(Total Amount in Words)	EIGHTY THOUSAND PESOS ONLY	80,000.00
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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. <u>1352</u> APR 28 2022

Fund Cluster : 01-101 Funds Available : 80,000.00 <i>[Signature]</i> DANILYN T. GALAN Signature over Printed Name of Administrative Officer IV - OIC Accounting Section Head	ORS/BURS No. : 2022-04-1221 Date of the ORS/BURS: 4/18 Amount : 80,000.00
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NOTICE OF AWARD

April 13, 2022

DIONNA PADILLA
Authorized Representative
ADP Photocopy Services
GMA Cavite

Dear **Ms. Padilla:**

We are pleased to inform you that the RFQ No. 2022-03-0242 for "**Service Provider for Printer Rental in Palawan**" is hereby awarded to you as the Bidder with the 2nd Lowest Calculated but most Responsive Bid at a Contract Price equivalent to **Eighty Thousand Pesos Only (Php80,000.00)**.

You are therefore required to comply with the Terms and Conditions stated in the PO No.2022-04-0170 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. 1252

5-2022 APR 28 2022

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

ADP PHOTOCOPY SERVICES

Date : _____