



PURCHASE ORDER
DSWD MIMAROPA Region
Entity Name

COMMISSION ON AUDIT
RECEIVED BY *[Signature]*
DATE 2022-04-22

Supplier : **LEON CULLENS TRADING** P.O. No. : 2022-04-0232
Address : Sta. Cruz, Manila Date : **April 19, 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 : DSWD POO, Servañez Bldg., Gen. Luna St., Brgy., Liwayway, Odjongan, Romblon
Date of Delivery : (15) Fifteen days after receipt of approved P.O.
Delivery Term : **FOB Destination**
Payment Term : **15-30 days upon final inspection**

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	Piece	Ballpoint Pen, Retractable, Fine Point, Black	486	5.24	2,546.64
2	Pack	Battery, Dry Cell, AA, 4 pieces per blister pack, Alkaline Battery	8	82.28	658.24
3	Pack	Battery, Dry Cell, AAA, 4 pieces per blister pack, Alkaline Battery	10	125.84	1,258.40
4	Cart	Brother TN – 2260	3	2,783.00	8,349.00
5	Pack	Cable Tie, 100 pcs per pack (Black or White)	1	90.75	90.75
6	Piece	Calculator, Compact, Electronic, 12 digits cap, 1 unit in individual box	11	302.50	3,327.50
7	Pad	Civil Service Form No. 48 (Daily Time Record), 100 sheets per pad	36	151.25	5,445.00
8	Piece	Clearbook, A4 size, with 20 sheets, refillable folder, yellow cover	16	82.28	1,316.48
9	Piece	Clearbook, Legal Size, with 20 sheets, refillable folder, yellow cover	16	33.88	542.08
10	Box	Clip, Backfold, 19mm, 12 pieces per box	27	14.52	392.04
11	Box	Clip, Backfold, 25mm, 12 pieces per box	3	19.36	58.08
12	Box	Clip, Backfold, 32mm, 12 pieces per box	24	29.04	696.96
13	Box	Clip, Backfold, 50mm, 12 pieces per box	23	66.55	1,530.65
14	Ream	Colored Paper, Yellow, A4 size, 80gsm, 500 sheets/ream	8	338.80	2,710.40
15	Piece	Correction Tape, Individual Plastic, 8mm to 10mm in size	178	26.62	4,738.36
16	Piece	Cutter Knife, Heavy Duty, Metal case, with autolock	17	27.00	459.00
17	Piece	Data File Box, made of chipboard, with closed ends	51	78.65	4,011.15
18	Piece	Dater Stamp, Changeable, date/mon/year format, personalized, 1 liner and self-inking dater stamp	18	423.50	7,623.00
19	Box	Envelope, Expanding, Kraftboard, for legal size doc, 100 pieces per box	18	1,089.00	19,602.00
20	Box	Envelope, Mailing, with DSWD Logo, Legal, 500 pcs/box	17	235.95	4,011.15
21	Piece	Eraser, Plastic or Rubber	12	7.26	87.12
22	Box	Fastener, Plastic, 70mm between prongs, 50 sets per box	136	27.83	3,784.88
23	Piece	File and Magazine Holder, made of plastic, black, A4 size	24	119.79	2,874.96
24	Bundle	Folder, Fancy, A4 size, 50 pieces per bundle	11	332.75	3,660.25
25	Bundle	Folder, Fancy, Legal size, 50 pieces per bundle	34	332.75	11,313.50
26	Box	Folder, Pressboard, size: Folio size, 100 pieces/box	34	1,573.00	53,482.00
27	Bottle	Glue, All Purpose, gross weight: 250 grams min.	51	118.58	6,047.58
28	Roll	Industrial Pallet, Stretch Film, Jack Wrap, 500mm x 500 meters x 20 microns (3" core)	4	1,087.79	4,351.16
29	Bottle	Ink Cart, Epson 005, Black	144	363.00	52,272.00
30	Cart	Ink Cart, HP CZ107AA, (HP678), Black	6	786.50	4,719.00
			Sub Total		211,959.83

(Total Amount in Words) **FOUR HUNDRED NINETY ONE THOUSAND TWENTY SIX (81/100 PESOS ONLY)** **491,026.18**

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
JOEL S. MIJARES Regional Director
Officer-in-Charge
Special Order No. 2022-04-1407
Date _____

Fund Cluster : **01-101**
Funds Available : **491,026.18**
Signature over Printed Name of Administrative Officer IV - OIC Accounting Section Head **DANILYN T. GALAN**
ORS/BURS No. : 2022-04-1407
Date of the ORS/BURS: 4/21
Amount : **491,026.18**



PURCHASE ORDER
DSWD MIMAROPA Region
 Entity Name

Supplier : LEON CULLENS TRADING	P.O. No. : 2022-04-0232
Address : Sta. Cruz, Manila	Date : April 19, 2022
TIN :	Mode of Procurement : Shopping B

Gentlemen:
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Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
31	Cart	Ink Cart, HP CZ107AA, (HP678), Tri Color	6	786.50	4,719.00
32	Cart	Ink Cart, LC 3619, Black	12	850.00	10,200.00
33	Cart	Ink Cart, LC 3619, Cyan	6	850.00	5,100.00
34	Cart	Ink Cart, LC 3619, Magenta	6	850.00	5,100.00
35	Cart	Ink Cart, LC 3619, Yellow	6	850.00	5,100.00
36	Bottle	Stamp Pad Ink, Purple or Violet, min. 50ML	34	19.36	658.24
37	pack	Laminating Film, A4 size, 100 pcs/pack transparent, 250 microns	2	1,089.00	2,178.00
38	Set	Marker, Flourescent, 3 colors per set, Assorted Color	17	90.75	1,542.75
39	Piece	Mouse, Optical, USB Connection Type, 1 unit in individual box	12	475.00	5,700.00
40	Piece	Notebook, Stenographer, spiral, 40 leaves	12	13.91	166.92
41	Pad	Note Pad, Stick-on, 3x3, 100 sheets per pad	51	11.49	585.99
42	Book	Official Record Book, 300 pages, size: 214mm x 278mm min.	17	169.40	2,879.80
43	Book	Official Record Book, 500 pages, size: 214mm x 278mm min.	17	193.60	3,291.20
44	Box	Paper Clip, 25mm, Vinyl, Plastic Coated, 100 pieces per box, or 120grams (min.) net of box	17	7.26	123.42
45	Box	Paper Clip, 50mm, Vinyl, Plastic Coated, 100 pieces per box, or 120grams (min.) net of box	17	18.15	308.55
46	Piece	Paper Cutter, A4 size	2	726.00	1,452.00
47	Ream	Paper, Multi-Copy, 80gsm, A4 size	400	193.60	77,440.00
48	Ream	Paper, Multi-Copy, 80gsm, Legal size	350	215.38	75,383.00
49	Pack	Parchment Paper, A4 size, 80gsm, 100 pieces per pack	17	26.60	452.20
50	Piece	Pencil Sharpener, Table Top, 1 piece in individual box	34	290.40	9,873.60
51	Box	Pencil, Lead with Eraser, wood case hardness, 12 pcs/box	30	82.28	2,468.40
52	Piece	Envelope ,Plastic, with Handle, Legal size, Assorted Color	31	67.76	2,100.56
53	Piece	Puncher, Paper, Heavy Duty, with two hole guide, 1 piece in individual box	11	133.10	1,464.10
54	Bottle	Refill ink for Permanent Marker Pen, Black	18	78.65	1,415.70
55	Box	Rubber Band, 70mm min lay flat length, #18	6	78.65	471.90
56	Piece	Ruler, Plastic, 450mm (18"), width: 38mm min.	12	36.30	435.60
57	Piece	Scissors, Heavy Duty, Stainless steel scissors, strong grip, 1 piece in individual plastic	25	19.46	486.50
58	Piece	Sign Pen Red, Liquid/gel ink, 0.5mm needle tip	43	18.15	780.45
59	Piece	Sign Pen Black, 0.5mm, needle point, 9.9mm diameter grip, blue capped snap on, Quick-Drying, Smear Resistant, dye based ink	229	78.65	18,010.85
60	Pack	Specialty Paper (Vellum Board), 220gsm, A4 size, White, 100's /pack	8	27.83	222.64
Page 2 of 3					
PR No. 2022-03-0211					
Purpose:					
Prepared by: Adriahn M. Bernulla					
(Total Amount in Words)			FOUR HUNDRED NINETY ONE THOUSAND TWENTY SIX (8/100 PESOS ONLY)		491,026.18

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

JOEL S. MIJARES Regional Director

Officer-in-Charge

Special Order No. **2022-04-1407**

Date

Fund Cluster : **01-101**
 Funds Available : **491,026.18**

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

ORS/BURS No. : **2022-04-1407**
 Date of the ORS/BURS: **4/28**
 Amount : **491,026.18**



PURCHASE ORDER
DSWD MIMAROPA Region
Entity Name

Supplier : LEON CULLENS TRADING	P.O. No. : 2022-04-0232
Address : Sta. Cruz, Manila	Date : April 19, 2022
TIN :	Mode of Procurement : Shopping B

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

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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
61	Pad	Stamp Pad, Felt Pad, Bed Dimension: 60mmx100mm min	12	21.78	261.36
62	Piece	Staple Wire Remover, Plier Type, Stainless Steel, High Quality	10	36.30	363.00
63	Box	Staple Wire, Standard	24	32.67	784.08
64	Piece	Stapler with remover, Heavy Duty type, Load cap: 200 staples min. 1 piece in individual box	32	220.00	7,040.00
65	Piece	Storage Box, Plastic, 67 Liters (Flexi)	41	585.00	23,985.00
66	Piece	Tape Dispenser, Table Top, Size: 17x5.5x8.8cm	16	95.00	1,520.00
67	Roll	Tape, Fragile Printed Tape, adhesive, wide transparent tape, big roll, sealing tape, 200m long express	4	72.92	291.68
68	Roll	Tape, Masking, width: 24mm	51	33.88	1,727.88
69	Roll	Tape, Packaging, width: 48mm	51	45.98	2,344.98
70	Roll	Tape, Transparent, width: 24mm	51	12.50	637.50
*****NOTHING FOLLOWS*****					
Page 3 of 3					
PR No. 2022-03-0211				Sub Total	38,955.48
Purpose: For use in day-to-day operations of the office					
Prepared by: Adriahn M. Bernulla					

(Total Amount in Words)	FOUR HUNDRED NINETY ONE THOUSAND TWENTY SIX 18/100 PESOS ONLY	491,026.18
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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,
_____	FERNANDO R. DE VILLA, JR., CESO III
Signature over Printed Name of Supplier	Signature over Printed Name of Authorized Official
_____	JOELS S. MIJARES
Date	Officer-in-Charge Regional Director
	Special Order No. PR 2022-04-1407

Fund Cluster : 01-101	ORS/BURS No. : 2022-04-1407
Funds Available : 491,026.18	Date of the ORS/BURS: 4/25
Signature over Printed Name of Administrative Officer IV - OIC Accounting Section Head	Amount : 491,026.18



DSWD

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



DSWD MIMAROPA REGION
"Setibulong May Puro-Daan Man sa MIMAROPA"

NOTICE OF AWARD

April 19, 2022

JENNIELYN BORJA
Authorized Representative
LEON CULLENS TRADING
Sta. Cruz, Manila

Dear Ms. Borja:

We are pleased to inform you that the RFQ No. 2022-03-0211 for "Supply and Delivery of Office Supplies for CY 2022 in Romblon" is hereby awarded to you as the Lowest Calculated Responsive Bid at a Contract Price equivalent to Four Hundred Ninety-One Thousand Twenty-Six 33/100 Pesos Only (Php491,026.33).

You are therefore required to comply with the Terms and Conditions stated in the PO No.2022-04-0232 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

JOEL S. NIJARES
Officer-in-Charge
Special Order No. 132

Conforme:

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

LEON CULLENS TRADING

Date : _____