



**PURCHASE ORDER**  
**DSWD MIMAROPA Region**  
**Entity Name**

Supplier : <b>VILLCEN ENTERPRISES</b>	P.O. No. : <b>2022-08-0856</b>
Address : <b>Liwanaq, Odiongan, Romblon</b>	Date : <b>August 25, 2022</b>
TIN : <b>154-008-573-000</b>	Mode of Procurement : <b>SHOPPING B</b>

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

Place of Delivery : <b>SWADT Romblon Office, Servañez Bldg., Brgy. Lwayway, Odiongan, Romblon</b>	Delivery Term : <b>Full Term</b>
Date of Delivery : <b>Fifteen (15) days upon receipt of approved Purchase Order (P.O)</b>	Payment Term : <b>15-30 days upon final inspection</b>

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	piece	BALLPEN, Black, good quality	150	7.00	1,050.00
2	ream	PAPER, Multi-purpose (COPY), Legal, 70gsm	50	220.00	11,000.00
3	ream	PAPER, Multi-purpose (COPY), A4, 70gsm	50	200.00	10,000.00
4	piece	SCISSORS, 6"	6	58.00	348.00
5	piece	STAPLER, Standard	12	210.00	2,520.00
6	piece	STAPLE WIRE, Heavy Duty, 23/13	10	58.00	580.00
7	piece	CORRECTION TAPE, 6 meters (min), 1 pc in individual plastic	20	35.00	700.00
8	roll	TAPE, Packaging, 48mm, 50 meters length	20	55.00	1,100.00
9	piece	FLEXI BOX, 63cm x 44cm x 36cm	30	635.00	19,050.00
10	roll	TAPE, Transparent, 24mm, 50 meters length	54	48.00	2,592.00
11	unit	CALCULATOR, Digital (Desktop Calculator)	7	600.00	4,200.00
12	pack	CARTOLINA, Assorted colors, 20 pieces per pack	2	160.00	320.00
13	piece	STAPLE REMOVER, Plier type	2	75.00	150.00
14	piece	ENVELOPE, Expanding, plastic with handle	30	95.00	2,850.00
>>>> NOTHING FOLLOWS <<<<<					

COMMISSION ON AUDIT  
RECEIVED BY *[Signature]*  
DATE 6 SEP 2022

Approved Budget for the Contract: Php56,460.00  
PR No.: 2022-08-0803  
Purpose: Purchase of Office Supplies for the use of SWADT Romblon Office for the 3rd Quarter of CY-2022  
Prepared by: Dave T. Corcoro

56,460.00

(Total Amount in Words)	<b>Fifty-Six Thousand Four Hundred Sixty Pesos Only</b>	<b>56,460.00</b>
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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:  
*[Signature]*  
**LILYBETH C. DE DEVILLA**  
**VillCen Enterprises**  
Signature over Printed Name of Supplier  
**0923 834 1345**

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

Date

Fund Cluster : **1**  
Funds Available : **56,460.00**  
*[Signature]*  
**DANILYN T. GALAN**  
Signature over Printed Name of AO IV/OIC - Head, Accounting Section

ORS/BURS No. : 01-60101-22-08-4178  
Date of the ORS/BURS: Aug. 26, 2022  
Amount : 56,460.00

Bids and Awards Committee

## NOTICE OF AWARD

August 25, 2022

**MS. LILYBETH C. FONDEVILLA**  
Proprietor  
VILLCEN ENTERPRISES  
M.L. Quezon St., Liwanag, Odiongan, Romblon

Dear **Ms. Fondevilla**:

We are pleased to inform you that the RFQ No. 2022-08-0803 for the "**Purchase of Office Supplies for the use of SWADT Romblon Office for the 3<sup>rd</sup> Quarter of CY-2022**" is hereby awarded to you as the Bidder with the Lowest Calculated Responsive Bid at a Contract Price equivalent to **Fifty-Six Thousand Four Hundred Sixty Pesos Only (Php 56,460.00)**.

You are therefore required to comply with the Terms and Conditions stated in the PO No. 2022-08-0856 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:

by: *Lilybeth C. Fondevilla*  
**LILYBETH C. FONDEVILLA**  
VillCen Enterprises

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

**VILLCEN ENTERPRISES**

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