

September 19, 2022

MS. ZENaida A. LANDICHO
Authorized Representative
TRI-GEM PAPERMART
Rizal St. San Jose, Occidental Mindoro

Dear **Ms. Landicho**:

We are pleased to inform you that the RFQ No. 2022-03-0212 for **"Supply and Delivery of Office Supplies in Occidental Mindoro"** is hereby awarded to you as the Bidder with the Lowest Calculated Responsive Bid at a Contract Price equivalent to **Seventeen Thousand Five Hundred Seventy Five Pesos Only (Php 17,575.00).**

You are therefore required to comply with the Terms and Conditions stated in the PO No.2022-09-0912 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)

TRI-GEM PAPERMART

Date: _____





PURCHASE ORDER
DSWD MIMAROPA Region
Entity Name

Supplier : TRI-GEM PAPERMART	P.O. No. 2022-09-0912
Address : <u>Rizal St. San Jose, Occidental Mindoro</u>	Date : September 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 : <u>Pantawid Provincial Operations Office, DSWD Office, M.H. Del Pilar St., Brgy. 7, San Jose, Occidental Mindoro</u>	Delivery Term : <u>FOB Destination</u>
Date of Delivery : <u>Fifteen (15) Calendar Days upon receipt of Approved Purchase Order</u>	Payment Term : <u>15-30 days upon final inspection</u>

STOCK Property No.	Unit	Description	Quantity	Unit Cost	Amount
Supply and Delivery of Office Supplies in Occidental Mindoro					
1	Box	FASTENER, Plastic, 70mm between prongs, 50 sets per box - Joy/Fortune/HBW	63	43.00	2,709.00 ✓
2	Piece	MARKER, PERMANENT BLACK, bullet type, refillable - PILOT	132	43.00	5,676.00 ✓
3	Pad	NOTEPAD, STICK-ON, 3x3, 100 sheets per pad - NOTEPAD, 3X3 - HBW/JOY	105	30.00	3,150.00 ✓
4	Box	PAPER CLIP, 50MM, 100 pieces per box or 120 grams (min.) net of box - PRINCE/FORTUNE	42	25.00	1,050.00 ✓
5	Piece	PUNCHER, paper, heavy duty, with two-hole guide, 1 piece in individual box - PUNCHER H.O., 2 HOLES	2	185.00	370.00 ✓
6	Piece	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min - FORTUNE/VELO	4	80.00	320.00 ✓
7	Box	STAPLE WIRE, No. 35, 26/6 - HBW/JOY	27	40.00	1,080.00 ✓
8	Roll	TAPE, PACKAGING, width: 48mm (±1mm) - CROCODILE/RMAK	61	28.00	1,708.00 ✓
9	Roll	TAPE, TRANSPARENT, width: 48mm (±1mm) - CROCODILE/RMAK	54	28.00	1,512.00 ✓
*****NOTHING FOLLOWS***** page 1 of 1					
<p>PR No. 2022-03-0212 Purpose: Supply and Delivery of Office Supplies in Occidental Mindoro Prepared by: Emma Joy C. Nolasco</p>					

COMMISSION ON AUDIT
RECEIVED BY: [Signature]
DATE: 04 OCT 2022

(Total Amount in Words) **SEVENTEEN THOUSAND FIVE HUNDRED SEVENTY FIVE PESOS ONLY** 17,575.00 ✓

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.

<p>Conforme:</p> <p>_____ Signature over Printed Name of Supplier</p> <p>_____ Date</p>	<p>Very truly yours, <u>[Signature]</u></p> <p>LEONARDO C. REYNOSO, CESO III Signature over Printed Name of Authorized Official Regional Director X <u>[Signature]</u></p>
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Fund Cluster : 01-101 Funds Available : 17,575.00 <p align="center"><u>[Signature]</u> DANILYN T. GALAN Signature over Printed Name of Administrative Officer IV / OIC-Section Head, Accounting Section</p>	ORS/BURS No. : <u>2022-09-4820</u> Date of the ORS/BURS: <u>9/29</u> Amount : 17,575.00
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