

March 7, 2023

**MS. MARYGRACE D. BALMES**

Authorized Representative  
INKPRESSION OFFICE AND SCHOOL SUPPLIES TRADING  
Rizal Avenue, Brgy. Maningning, Puerto Princesa City, Palawan

Dear **Ms. Balmes**:

We are pleased to inform you that the RFQ No. 2023-01-0110 for "Purchase of Semi-Expendable Office Equipment, Palawan" is hereby awarded to you as the Bidder with the Lowest Calculated Responsive Bid at a Contract Price equivalent to **One Hundred Sixty Three Thousand Eight Hundred Pesos Only (Php163,800.00)**.

You are therefore required to comply with the Terms and Conditions stated in the PO No.2023-03-0179 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

  
BENCHIE B. GONZALES  
Officer-in-Charge

**Conforme:**

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

**INKPRESSION OFFICE AND SCHOOL SUPPLIES TRADING**

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



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

Supplier : <b>INKPRESSION OFFICE AND SCHOOL SUPPLIES TRADING</b>	P.O. No. : <b>2023-03-0179</b>
Address : <b>Rizal Avenue, Brgy. Maningning, Puerto Princesa City, Palawan</b>	Date : <b>March 8, 2023</b>
TIN :	Mode of Procurement : <b>NP-SVP</b>

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

Place of Delivery : <b>Pantawid Provincial Operation Office, Unit 302/3rd Floor, G7 Bldg., 131 National Highway, San Pedro Puerto Princesa City, Palawan</b>	Delivery Term : <b>FOB Destination</b>
Date of Delivery : <b>Fifteen (15) Calendar Days after receipt of Approved Purchase Order</b>	Payment Term : <b>15-30 days upon final inspection</b>

STOCK Property No.	Unit	Description	Quantity	Unit Cost	Amount
<b>PURCHASE OF SEMI-EXPENDABLE OFFICE FURNITURE</b>					
1	piece	<b>FOLDABLE TABLE MULTI-PURPOSE</b> Size: L: 8ft, H: 70cm; W: 27.5 in 69.9 cm Color White, Leg. Steel; Table Platform; Plastic, 8 seaters	3 sumo brand	5,895.00	17,685.00
2	piece	<b>OFFICE/CLERICAL CHAIR</b> Materials: Mesh, Plastic, Metal Maximum Weight Capacity: 150kg Asadjustable Armrest & Adjustable Height 90° - 135° large angle reclining 360° swivel function Ergonomically designed Chrome Base & Smooth Universal wheels	35 swivel brand	3,295.00	115,325.00
3	piece	<b>STORAGE METAL STEEL CABINET - SUPPLIES STORAGE</b> Full Height Swing Door ( 2 Door) Dimension: 90w x 40d x 185Hcm Materials: Metal Cupboard Colors: Light Gray 4 Adjustable Shelves With Keylock	2 tri-band	10,895.00	21,790.00
4	piece	<b>WAITING GANG CHAIR</b> Size: 4 Seater: 230*66*75cm Materials: Metal Steel with Powder Coating Beam: Steel with Paint Weight: 4 Seater: 35kg Weight Capacity: 150kg/seat Packing Size: 4-seat: 225*53*18cm	1 swivel brand	9,000.00	9,000.00
*****NOTHING FOLLOWS***** page 1 of 1					
Approved Budget for the Contract: Php172,500.00 PR No. 2023-01-0110 Purpose: Purchase of Semi-Expendable Office Equipment, Palawan Prepared by: Emma Joy C. Nolasco					

(Total Amount in Words)	<b>One Hundred Sixty Three Thousand Eight Hundred Pesos Only</b>	<b>163,800.00</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:

Very truly yours,

\_\_\_\_\_  
 Signature over Printed Name of Supplier

**LEONARDO C. REYNOSO, CESO III**  
 Signature over Printed Name of Authorized Official

**Regional Director**

Date

**BENCHIE B. GONZALEZ**  
 Official in Charge

Fund Cluster : **01-101**  
 Funds Available : **163,800.00**

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**DANILYN T. GAJAN**  
 Signature over Printed Name of Accountant III / Section Head, Accounting Section

ORS/BURS No. : 2023-03-0179  
 Date of the ORS/BURS: 7/10  
 Amount : **163,800.00**