

March 7, 2023

**MS. GERALDINE A. GIRONELLA**  
Proprietor  
ICOPYPRINT SOLUTIONS SERVICES AND TRADING  
#29 H. Mendoza St., Manggahan, Puerto Princesa City, Palawan

Dear **Ms. Gironella:**

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 **Sixteen Thousand Pesos Only (Php16,000.00)**.

You are therefore required to comply with the Terms and Conditions stated in the PO No.2023-03-0181 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)

**ICOPYPRINT SOLUTIONS SERVICES AND TRADING**

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



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

Supplier : <b>ICOPYPRINT SOLUTIONS SERVICES AND TRADING</b> Address : <b>#29 H. Mendoza St., Manggahan, Puerto Princesa City, Palawan</b> TIN :	P.O. No. <b>2023-03-0181</b> Date : <b>March 8, 2023</b> Mode of Procurement : <b>NP-SVP</b>
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Gentlemen:  
Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery : <u>Pantawid Provincial Operation Office, Unit 302/3rd Floor, G7 Bldg., 131 National Highway, San Pedro Puerto Princesa City, Palawan</u> Date of Delivery : <u>Fifteen (15) Calendar Days after receipt of Approved Purchase Order</u>	Delivery Term : <u>FOB Destination</u> Payment Term : <u>15-30 days upon final inspection</u>
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Stock Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	1	<b>PURCHASE OF SEMI-EXPENDABLE OFFICE FURNITURE</b> <b>DSWD SIGNAGE: Single Face Lighted Signage</b> Size: 4ft x 6ft Material: Panaflex Frame: steel/aluminum Other Specifications: Metal Sheet for backing and siding with installation (Labor and Materials) <p align="center">*****NOTHING FOLLOWS***** page 1 of 1</p>	1	16,000.00	16,000.00
DOUBLE FACE, LIGHTED PANAFLEX, 4X6H STEEL FRAME, METAL SHEET SIDING, PAINTED INSTALLATION, WIRINGS, LABOR AND MATERIALS INCLUDED					
Approved Budget for the Contract: Php16,000.00 <b>PR No. 2023-01-0110</b> Purpose: Purchase of Semi-Expendable Office Equipment, Palawan Prepared by: Emma Joy C. Nolasco					

(Total Amount in Words)	Sixteen Thousand Pesos Only	16,000.00
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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

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

\_\_\_\_\_  
Date

Mr. **BENCHIE E. GONZALEZ**  
Officer-in-Charge

Fund Cluster : 01-101  
Funds Available : 16,000.00

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

ORS/BURS No. : 2023-03-0927  
Date of the ORS/BURS : 7/6/23  
Amount : 16,000.00