

## NOTICE OF AWARD

Date: 7 8 APR 2023

**MS. KHARLA V. KAWALING**  
Proprietor  
NMC-CONSUMER GOODS TRADING  
Dapawan, Odiongan, Romblon

Dear **Ms. Kawaling**:

We are pleased to inform you that the RFQ No. 2023-03-0560 for “Supply and Delivey of Office Supplies for 1<sup>st</sup> Semester in Romblon” is hereby awarded to you as the Bidder with the Single Calculated Responsive Bid at a Contract Price equivalent to **Five Hundred Four Thousand Seven Hundred Thirty Two Pesos Only (Php504,732.00)**

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)

**NMC-CONSUMER GOODS TRADING**

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



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

Supplier : <b>NMC-CONSUMER GOODS TRADING</b>	P.O. No. <b>2023-05-0423</b>
Address : <u>Dapawan, Odiongan, Romblon</u>	Date : <b>May 2, 2023</b>
TIN :	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 : <u>Pantawid Provincial Operation Office, 2nd Floor, ALG Commercial Bldg., Ma. Roxas St., Brgy. Liwayway, Odiongan, Romblon</u>	Delivery Term : <b>FOB Destination</b>
Date of Delivery : <u>Fifteen (15) Calendar Days after 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
<b>Supply and Delivery of Office Supplies for Romblon (1st Semester, 2023)</b>					
1	piece	Ballpen Retractable (Black) 0.5 Mm Needle Point, Super Smooth Ink, Smudge Free, Fast Drying Ink, Long Lasting Ink,	108	15.00	1,620.00
2	piece	Ballpen Retractable (Blue) 0.5 Mm Needle Point, Super Smooth Ink, Smudge Free, Fast Drying Ink, Long Lasting Ink,	114	15.00	1,710.00
3	pack	Battery, Dry Cell AA, 2 Pieces Per Blister Pack, Alkaline Battery	1	40.00	40.00
4	pack	BATTERY, dry cell, AAA, 2 pieces per blister pack	4	40.00	160.00
5	box	BROTHER (TONER) TN 2260	4	2,500.00	10,000.00
6	pack	Cable Tie, 100 Pcs Per Pack (Black Or White), 12"	1	150.00	150.00
7	piece	Calculator, 12 Digit Semi Desk Calculator, Extra Large Lcd, Dual Power (Solar And Battery), Black Basic Frame, Functions: Percentage Calculation, Tax Calculation, Sign Change Key, Dimensions: 2.8 X 10.5 X 14.8 Cm	28	750.00	21,000.00
8	pack	Cartolina 20Pcs Per Pack, Assorted Colors, Size: 572mm x 724mm	20	125.00	2,500.00
9	piece	Certificate Holder, A4 Size: 210mm x 297mm (8.27 x 11.69) w/ 2 hangers for portrait or landscape orientations; Super Clear Transparency	127	50.00	6,350.00
10	piece	Clearbook Refillable Pockets, A4 Size, 100 Pcs/Pack	2	63.00	126.00
11	pack	Clearbook Refillable Pockets, Legal Size, 100 Pcs/Pack	13	88.00	1,144.00
12	box	Clip, Backfold, 19Mm, 12 Pieces Per Box	16	50.00	800.00
13	box	Clip, Backfold, 25Mm, 12 Pieces Per Box	21	63.00	1,323.00
14	box	Clip, Backfold, 32Mm, 12 Pieces Per Box	22	75.00	1,650.00
15	box	Clip, Backfold, 50Mm, 12 Pieces Per Box	25	90.00	2,250.00
16	ream	Colored Paper, Assorted Color; Folio size: 216mm x 330mm (8.5 x 13 inc.), 250 sheets per pack	7	313.00	2,191.00
17	piece	Correction Tape, Individual Plastic, 8Mm To 10Mm In Size	331	38.00	12,578.00
18	box	Crayons , 24Pcs Per Box	2	60.00	120.00
19	piece	CUTTER KNIFE, heavy duty, metal case, 18x100mm	5	125.00	625.00
20	piece	Data File Box, Made Of Chipboard, With Closed Ends; Size: 15 inches x 9.5 inches x 4.5 inches	56	188.00	10,528.00
21	box	Document Brown Envelope (Kraft) - A4, 125 Gsm , Size: 10 X 15", Kraft Corrugated , Light Brown, 100 Pieces / Box	1	625.00	625.00
22	box	Document Brown Envelope (Kraft) - Legal, 125 Gsm , Size: 10 X 15", Kraft Corrugated , Light Brown, 100 Pieces / Box	1	750.00	750.00
23	piece	Envelope, Plastic, Legal Size (14.9" W x 9.8" H) (clear envelope)Hook and Loop closure; Side loading with Handle	34	63.00	2,142.00
24	piece	Eraser PVC, Medium Size: 43 x 19 x 13 mm	15	13.00	195.00
25	box	Fastener, Plastic, 70Mm Between Prongs, 50 Set Per Box	49	38.00	1,862.00
26	piece	File Tab Divider, A4, 5 Colors Per Set	2	625.00	1,250.00
27	piece	Flashdrive 32 GB OTG	7	375.00	2,625.00
28	bundle	Folder, Fancy, A4, 50 Pieces Per Bundle	1	250.00	250.00
29	bundle	Folder, Fancy, Legal, 50 Pieces Per Bundle	14	313.00	4,382.00
30	pack	Folder, L Type, Legal, 50 Pieces Per Bundle	23	375.00	8,625.00
31	box	Folder, Pressboard, Size: 240Mm X 370Mm (-5Mm) (Legal), white with green lining, 100 Pieces Per Box	5	1,100.00	5,500.00
32	box	FOLDER, with TAB, LEGAL, 1 pack [100 pieces per pack], white	16	1,100.00	17,600.00
33	jar	Glue, All Purpose, Gross Weight: 200 Grams Min	66	63.00	4,158.00
34	cart	Ink Cart, Hp Cz107Aa, (Hp678), Black	6	625.00	3,750.00
35	cart	Ink Cart, Hp Cz107Aa, (Hp678), Tri Color	6	625.00	3,750.00
36	cart	Ink Refill Epson M1100 printer, black #005	102	313.00	31,926.00
*****nothing follows***** page 1 of 2					
Approved Budget for the Contract: Php 515,354.00				<b>SUB-TOTAL</b>	<b>166,255.00</b>
PR No. 2023-03-0560					
Purpose: Supply and Delivery of Office Supplies for Romblon (1st Semester, 2023)					
Prepared by: Emma Joy C. Nolasco					

(Total Amount in Words) **Five Hundred Four Thousand Seven Hundred Thirty Two Pesos Only** **504,732.00**

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.

Conforme:

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

\_\_\_\_\_  
Date

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

Fund Cluster : **01-101**  
Funds Available : **504,732.00**

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

ORS/BURS No. : 2023-05-2384  
Date of the ORS/BURS: 5/16/23  
Amount : **504,732.00**



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

Supplier : <b>NMC-CONSUMER GOODS TRADING</b>	P.O. No. <b>2023-05-0423</b>
Address : <b>Dapawan, Odiongan, Romblon</b>	Date : <b>May 2, 2023</b>
TIN :	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>Pantawid Provincial Operation Office, 2nd Floor, ALG Commercial</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>Supply and Delivery of Office Supplies for Romblon (1st Semester, 2023)</b>					
37	cart	Ink, Cart LC 3619, Black	20	2,250.00	45,000.00
38	cart	Ink, Cart LC 3619, Cyan	14	1,625.00	22,750.00
39	cart	Ink, Cart LC 3619, Magenta	14	1,625.00	22,750.00
40	cart	Ink, Cart LC 3619, Yellow	14	1,625.00	22,750.00
41	set	Marker Fluorescent 3 Colors Per Set	15	100.00	1,500.00
42	piece	Marker, Permanent Black, Bullet Type, Refillable	88	50.00	4,400.00
43	piece	Mouse, Optical, Usb Connection Type, 1 Unit In Individual	5	250.00	1,250.00
44	piece	Notebook, Stenographer, Spiral, Size: 152mm x 228mm, Cover: C1S Board 230 gsm, Paper: 50gsm, Leaves: 60 leaves	8	25.00	200.00
45	pad	Notepad, Stick-On, 3X3, 100 Sheets Per Pad	88	13.00	1,144.00
46	piece	Official Record Book 300 Pages Size 214 Mmx 278Mm (Min)	6	225.00	1,350.00
47	piece	Official Record Book 500 Pages Size 214mm x 278mm (Min)	8	250.00	2,000.00
48	box	Paper Clip, 50Mm, 100 Pieces Per Box Or 120 Grams (Min.) (Net Of Box)	40	33.00	1,320.00
49	ream	PAPER, MULTICOPIY, 80gsm, size: 210mm x 297mm (A4)	350	228.00	79,800.00
50	ream	PAPER, MULTICOPIY, 80gsm, size: 216mm x 330mm (Legal)	355	257.00	91,235.00
51	pack	Paper, Parchment, Size: 210 X 297Mm, Multi-Purpose, 10 sheets/pack	48	38.00	1,824.00
52	piece	Pencil Sharpener, 1 Piece In Individual Plastic Case	3	313.00	939.00
53	box	Pencil, Lead With Eraser, 12 Dozens Per Box	6	100.00	600.00
54	pack	Photopaper, A4; 10sheets/pack, 8.27"x11.69"	13	38.00	494.00
55	piece	Puncher (2 Hole, With Handle Lock, Adjustable Paper Gauge, Easy Waste Material, 30 Sheets, 80 Gsm Paper Punching Capacity, Weight: 600 G, Dimension: 17Cm X 12Cm X 8Cm)	2	225.00	450.00
56	piece	Refill Ink For Marker Pen, Black	4	40.00	160.00
57	piece	RULER, plastic, 450mm (18"), width: 38mm min	8	63.00	504.00
58	piece	SCISSORS, SYMMETRICAL, BLADE LENGTH: 65MM, 1 PIECE IN INDIVIDUAL PLASTIC	13	130.00	1,690.00
59	piece	Signpen (Black), Gel, 0.5 Mm, Needle Point, 9.9 Mm Diameter Grip, Capped Snap On, Quick-Drying, Smear-Resistant, Dye Based Ink	268	38.00	10,184.00
60	piece	Signpen (Blue), Gel, 0.5 Mm, Needle Point, 9.9 Mm Diameter Grip, Capped Snap On, Quick-Drying, Smear-Resistant, Dye Based Ink	44	38.00	1,672.00
61	piece	Signpen Red 0.5 Mm, Needle Point, 9.9 Mm Diameter Grip, Capped Snap On, Quick-Drying, Smear-Resistant, Dye Based Ink	112	38.00	4,256.00
62	piece	Stamp Pad Ink, Purple Or Violet, 50Ml (Min.)	4	63.00	252.00
63	piece	Stamp Pad, Felt, Bed Dimension: 60Mm X 100Mm Min	4	63.00	252.00
64	box	Staple Wire No. 35 (5,000 Pcs / Box), Fits All Standard Staplers	21	43.00	903.00
65	piece	Stapler, With Remover Standard Type Load Cap. 200 Staples Min, 1 Piece In Individual Box # 35	14	150.00	2,100.00
66	Pack	Sticker Paper (100 Pcs/Pack), A4 Size	6	400.00	2,400.00
67	roll	Tape, Double Sided Width: 24 Mm	30	38.00	1,140.00
68	roll	Tape, Masking, Width: 24Mm (±1Mm)	24	32.00	768.00
69	roll	Tape, Masking, Width: 48Mm (+Mm)	30	68.00	2,040.00
70	roll	Tape, Packaging, Width: 48Mm (±1Mm)	72	68.00	4,896.00
71	roll	Tape, Transparent, Width: 24Mm (±1Mm)	84	32.00	2,688.00
72	roll	Tape, Transparent, Width: 48Mm (±1Mm)	12	68.00	816.00
*****nothing follows***** page 2 of 2					
Approved Budget for the Contract: Php 515,354.00				<b>SUB-TOTAL</b>	<b>338,477.00</b>
PR No. 2023-03-0560					
Purpose: Supply and Delivery of Office Supplies for Romblon (1st Semester, 2023)					
Prepared by: Emma Joy C. Nolasco					

(Total Amount in Words) **Five Hundred Four Thousand Seven Hundred Thirty Two Pesos Only** **504,732.00**

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.

Conforme:

Signature over Printed Name of Supplier

Date

Very truly yours,

**LEONARDO C. REYNOSO, CESO III**

Signature over Printed Name of Authorized  
**Regional Director**

Fund Cluster : **01-101**  
 Funds Available : **504,732.00**

**DANILYN T. GALAN**

Signature over Printed Name of Accountant (III) Section Head, Accounting Section

ORS/BURS No. : **2023-05-2284**  
 Date of the ORS/BURS: **5/9/23**  
 Amount : **504,732.00**