



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

|   |   |
|---|---|
| Supplier: <b>VELCO GAS STATION</b>                      | P.O. No.: <b>2023-01-0046</b>                             |
| Address: <b>National Road, Tulay, Odiongan, Romblon</b> | Date: <b>January 27, 2023</b>                             |
| TIN: <b>102-696-882-004</b>                             | Mode of Procurement: <b>Direct Retail Purchase of PDS</b> |



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

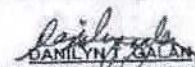
|  |   |
|--|---|
| Place of Delivery: <b>SWADT Romblon Office (Servicio Bldg., Brgy. Liwayway, Odiongan, Romblon)</b> | Delivery Term: <b>As stated in the contract</b> |
| Date of Delivery: <b>January - December 2023</b>   | Payment Term: <b>As stated in the contract</b>  |

| Stock/Property No. | Unit  | Description  | Quantity | Unit Cost | Amount     |
|--------------------|-------|--|----------|-----------|------------|
| 1                  | liter | <b>SERVICE PROVIDER FOR THE VEHICLE PETROLEUM, OIL, LUBRICANT AND OTHER SUPPLY NEEDS OF SWADT ROMBLON SERVICE VEHICLE FOR CY-2023</b><br><br><b>FUEL (estimated 200 liters/month x 12 months = 2,400 liters)</b><br><br><b>A. COMPETENCE AND QUALIFICATIONS</b><br>A.1. Three-year experience in providing services to government offices<br>A.2. Submission of Company Profile<br>A.3. Business Name and Articles of Incorporation<br><br><b>B. SCOPE OF WORKS</b><br>B.1. Product Inclusion<br>- All fuels, oil, lubricants and other supplies (glass cleaner, car refreshener, turtle wax)<br>B.2. Purchase Limits<br>- In liters as covered by the appropriate purchase order<br>- All fuels, oil, lubricants and other supplies (glass cleaner, car refreshener, turtle wax)<br><br><b>C. OTHER PROVISIONS</b><br>C.1. SERVICE PROVIDER shall prepare bi-monthly regular report including detailed transaction reports<br>C.2. Minor repairs/services such as change oil, tune-up, undercoating, cleaning and adjustment of hand brake, wheel and camber alignment, car aircon repair and other minor services relevant to calculate fuel consumption and monitoring<br><br><b>E. ACCOUNTABILITIES (see TOR)</b><br><b>F. CONTRACT DURATION AND SCHEDULE</b><br>- January to December 2023 (12 months)<br><br><b>G. TERMS OF PAYMENT: Government Procedure (Based on actual consumption - on Account Basis)</b><br><b>H. BUDGETARY REQUIREMENTS AND FUND (see TOR)</b><br>Computation: Pnp13,000.00 x 1 vehicle x 12 months = Pnp156,000.00<br><b>Notes:</b> Unit cost will be based on retail pump price under conditions of NP-Direct Retail Purchase of PDL & GPPB Resolution No. 05-2018<br>>>>> NOTHING FOLLOWS <<<<<<br><br>Approved Budget for the Contract: Pnp156,000.00<br>PR No.: 2023-01-0072<br>Purpose: Service Provider for the vehicle petroleum, oil, lubricants and other supply needs of SWADT Romblon Service Vehicle for CY-2023<br>Prepared by: Dave T. Corcoro | 2,400    | 65.00     | 156,000.00 |
|                    |       |  |          |           | 156,000.00 |

|                         |  |                   |
|-------------------------|--|-------------------|
| (Total Amount in Words) | <b>One Hundred Fifty-Six Thousand Pesos Only</b> | <b>156,000.00</b> |
|-------------------------|--|-------------------|

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:<br><br><br>Signature over Printed Name of Supplier<br>2-23-2023<br>Date | Very truly yours,<br><br><br><b>LEONARDO C. REYNOSO, CESO III</b><br>Signature over Printed Name of Authorized<br><b>Regional Director</b> |
|--|---|

|  |   |
|--|---|
| Fund Cluster: 101<br>Funds Available: P56,000.00<br><br><b>DANILYN T. GALAN</b><br>Signature over Printed Name of Accountant III / Head, Accounting Section | ORS/BURS No.: 19-0101-23-02-0385-0-017<br>Date of the ORS/BURS: 16 Jan 2023<br>Amount: P56,000.00 |
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## NOTICE OF AWARD

January 27, 2023

**MS. SVELL ANA F. ANG**

Owner

VELCO GAS STATION

National Road, Tulay, Odiongan, Romblon

Dear Ms. Ang:

We are pleased to inform you that the RFQ No. 2023-01-0072 for the “**Service Provider of petroleum, oil, lubricants and other supply needs of SWADT Romblon Service Vehicle for CY-2023**” is hereby awarded to you as the Bidder with the Lowest Calculated & Responsive Bid at a Contract Price equivalent to **One Hundred Fifty-Six Thousand Pesos Only (Php 156,000.00)**.

You are therefore required to comply with the Terms and Conditions stated in the PO No. 2023-01-0046 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*  
*Svell Ana Ang*

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

**VELCO GAS STATION**

Date: 2-27-2023