



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

Supplier : <b>NEED INK SALES &amp; SERVICES</b>	P.O. No. : <b>2023-11-0977</b>
Address : <b>GF #146 Pasig Blvd., Brgy. Pineda, Pasig City</b>	Date : <b>November 14 2023</b>
TIN :	Mode of Procurement : <b>Direct Contracting</b>

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

Place of Delivery : <b>All SWADT Offices</b>	Delivery Term : <b>Full Term</b>
Date of Delivery : <b>Fifteen (15) Calendar days upon receipt of approved Purchase Order (P.O)</b>	Payment Term : <b>15-30 days upon final inspection</b>

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	Piece	<b>Pantum TL-410X Toner Cartridge</b> <b>Toner: Page Yield 6000 @5% coverage</b> <b>For use in Pantum M7200FDW MFP</b>  <b>Delivery Place: SWAD Oriental Mindoro</b> 2nd Flr. RKT Building, Bayabas St., Brgy. Lalud Calapan City, Oriental Mindoro 5200 Contact Person: Severina G. Boongaling Contact No. 0908-290-1003  <b>Delivery Place: SWAD Occidental Mindoro</b> M.H. Del Pilar St., Brgy.7 San Jose Occidental Mindoro, 5100 Contact Person: Sheila D. Sarabia Contact No. 0915-959-8195  <b>Delivery Place: SWAD Marinduque</b> Capitol Compound, Brgy., Bangbangan Boac Marinduque Contact Person: Helen B. Alcoba Contact No. 0961-333-1372  <b>Delivery Place: SWAD Romblon</b> Servañez Bldg., Brgy. Liwayway, Odiongan Romblon, 5505 Contact Person: Abegail F. Fetilo Contact No. 0998-915-8120  <b>Delivery Place: SWAD Palawan</b> Rizal Ave, Extension cor. P. Abrea Rd., Brgy. Banca-Bancao Puerto Princesa City Palawan Contact Person: Eric P. Aborot Contact No. 0977-856-0040  <b>*** Nothing Follows***</b>	170	5,780.00	982,600.00
			40		
			30		
			30		
			30		
			40		
					982,600.00
		<b>Approved Budget for the Contract: Php 982,600.00</b> <b>PR No.: 2023-10-1329</b> <b>Purpose: Purchase of Pantum Toner For the use of CIS</b> <b>PSP-AICS Regional and SWADT Office for the 4th Quarter CY 2023</b> <b>Prepared by: Mark Anthony Diones</b>			

(Total Amount in Words)	<b>Nine Hundred Eighty-Two Thousand Six Hundred Pesos Only</b>	<b>982,600.00</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:   <b>VICENTE BRILLANTE</b> Signature over Printed Name of Supplier	Very truly yours,   <b>LEONARDO C. REYNOSO, CESO III</b> Signature over Printed Name of Authorized <b>Regional Director</b>
Date <b>Nov. 22, 2023</b>	

Fund Cluster : <b>101</b> Funds Available : <b>982,600.00</b>   <b>DANILYN T. GALAN</b> Signature over Printed Name of Accountant III - Head, Accounting Section	ORS/BURS No. : <b>2023-11-8142</b> Date of the ORS/BURS: <b>Nov. 20 2023</b> Amount : <b>982,600.00</b>
--	---

---

## NOTICE OF AWARD

DATE: \_\_\_\_\_

**Mr. Vicente Brillante**  
Authorized Representative  
NEED INK SALES & SERVICES  
GF #146 Pasig Blvd., Brgy. Pineda, Pasig City


Dear **Mr. Brillante**:

We are pleased to inform you that the RFQ No. 2023-10-1329 for the "Purchase and Delivery of Pantum Toner for the use of SWAD Offices for 4th Quarter CY 2023" is hereby awarded to you as the Exclusive/ Sole Distributorship at the Contract Price equivalent to **Nine Hundred Eighty-Two Thousand Six Hundred Pesos Only (Php 982,600.00)**

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:

  
**VICENTE BRILLANTE**

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

**NEED INK SALES & SERVICES**

Date: Nov. 22, 2023