



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

Supplier : **NEED INK SALES & SERVICES** P.O. No. : **2023-11-0976**  
 Address : **GF #146 Pasig Blvd., Brgy. Pineda, Pasig City** Date : **November 14 2023**  
 TIN : Mode of Procurement : **Direct Contracting**

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

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

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	Piece	Pantum DL-410 Drum Cartridge For use in Pantum M7200FDW MFP	200	3,280.00	656,000.00
		Delivery Place: DSWD FO MIMAROPA 1680 F.T. Benitez cor. Malvar St., Malate Manila Contact Person: Iris M. Eyas Contact No. 0917-109-4147	30		
		Delivery Place: SWAD Oriental Mindoro 2nd Flr. RKT Building, Bayabas St., Brgy. Lalud Calapan City, Oriental Mindoro 5200 Contact Person: Severina G. Boongaling Contact No. 0908-290-1003	40		
		Delivery Place: SWAD Occidental Mindoro M.H. Del Pilar St., Brgy.7 San Jose Occidental Mindoro, 5100 Contact Person: Sheila D. Sarabia Contact No. 0915-959-8195	30		
		Delivery Place: SWAD Marinduque Capitol Compound, Brgy., Bangbangalon Boac Marinduque Contact Person: Helen B. Alcoba Contact No. 0961-333-1372			
		Delivery Place: SWAD Romblon Servañez Bldg., Brgy. Liwayway, Odiongan Romblon, 5505 Contact Person: Abegail F. Fetilo Contact No. 0998-915-8120	30		
		Delivery Place: SWAD Palawan Rizal Ave. Extension cor. P. Abrea Rd., Brgy. Banca-Bancao Puerto Princesa City Palawan Contact Person: Eric P. Aborot Contact No. 0977-856-0040  *** Nothing Follows***	40		
		<b>Approved Budget for the Contract: Php656,000.00</b> <b>PR No.: 2023-10-1330</b> <b>Purpose: Purchase of Pantum Drum for the use of</b> <b>CIS PSP-AICS Regional and SWADT Office for the 4th Quarter</b> <b>Prepared by: Mark Anthony Diones</b>			656,000.00


(Total Amount in Words) **Six Hundred Fifty-Six Thousand Pesos Only** **656,000.00**

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.

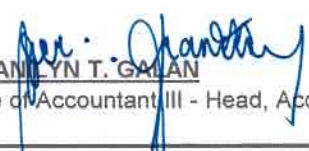
Conforme:

  
**VICENTE BRILLANTE**  
 Signature over Printed Name of Supplier

Very truly yours

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

Date **Nov. 22, 2023**

Fund Cluster : **1**  
 Funds Available : **₱ 656,000.00**  
  
**DANIYN T. GALAN**  
 Signature over Printed Name of Accountant III - Head, Accounting Section

ORS/BURS No. : **02-101101-2023-11-8143**  
 Date of the ORS/BURS: **NOV. 20, 2023**  
 Amount : **₱ 656,000.00**

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## 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. 2023-10-1330 for the "Purchase and Delivery of Pantum Drum 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 **Six Hundred Fifty-Six Thousand Pesos Only (Php 656,000.00)**

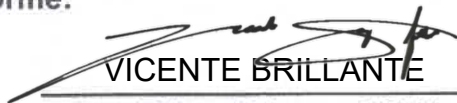
Please signify your conformity by signing below and transmitting a signed copy to us.

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