



### NOTICE OF AWARD

Date: 28 DEC 2023

**MS. MARY ELAINE B. CURSOD**  
Proprietor  
PAPER SQUARE OFFICE SUPPLIES TRADING  
San Pedro, Puerto Princesa City, Palawan


Dear **Ms. Cursod**:

We are pleased to inform you that the RFQ No. 2023-12-1429 for the "Supply and Delivery of Office Supplies in Pantawid Provincial Operation Office in Palawan" is hereby awarded to you as the Bidder with the Lowest Calculated Responsive Bid at a Contract Price equivalent to **One Hundred Four Thousand Three Hundred Sixty Pesos Only (Php104,360.00)**.

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:   
MARY ELAINE B. CURSOD  
(Signature over Printed Name of Bidder's Authorized Representative)

**PAPER SQUARE OFFICE SUPPLIES TRADING**

Date: JANUARY 8, 2024





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

Supplier: <b>PAPER SQUARE OFFICE SUPPLIES TRADING</b>	P.O. No.: <b>2023-12-1096</b>
Address: <b>San Pedro, Puerto Princesa City, Palawan</b>	Date: <b>December 28, 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, G7 Bldg. Unit 2/2nd Floor 131 National Highway San Pedro Puerto Princesa City, Palawan</b>	Delivery Term: <b>FOB Destination</b>
Date of Delivery: <b>Twenty (20) 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 in PPC, Palawan</b>					
1	ream	Paper, multicolor, 80 gsm, A4 - VALUE PLUS 80GSM	200	260.00	52,000.00
2	cart	Ink Cartridge, Epson series, 001, black - COMPLY	44	590.00	25,960.00
3	cart	Ink Cartridge, Epson series, 001, cyan - COMPLY	22	400.00	8,800.00
4	cart	Ink Cartridge, Epson series, 001, magenta - COMPLY	22	400.00	8,800.00
5	cart	Ink Cartridge, Epson series, 001, yellow - COMPLY	22	400.00	8,800.00
*****NOTHING FOLLOWS***** page 1 of 1					
Approved Budget for the Contract: Pnp114,900.00 <b>PR No. 2023-12-1429</b> Purpose: Supply and Delivery of Office Supplies in PPC, Palawan Prepared by: Emma Joy C. Nolasco					

(Total Amount in Words) **One Hundred Four Thousand Three Hundred Sixty Pesos Only** **104,360.00**

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]*  
**MARY EDITH B. CUPREAN**  
 Signature over Printed Name of Supplier  
**JANUARY 8, 2024**  
 Date

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

Fund Cluster: **01-101**  
 Funds Available: **104,360.00**

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

ORS/BURS No.: **2023-12-9871**  
 Date of the ORS/BURS: **Dec 29, 2023**  
 Amount: **104,360.00**