



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

Supplier: <b>LAMBERT TRADING</b>	P.O No: <b>2024-04-0183</b>
Address: <b>Marcos District Talavera Nueva Ecija</b>	Date: <b>April 8 2024</b>
TIN: <b>220-834-592-000</b>	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>DSWD MIMAROPA (1680 F.T. Benitez cor. Malvar St. Malate, Manila)</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	ream	PAPER MULTICOPY, 80gsm, size: 210mm x 297mm (A4)	300	212.00	63,600.00
2	ream	PAPER MULTICOPY, 80gsm, size: 216mm x 330mm (Legal)	300	234.50	70,350.00
3	Roll	TAPE, masking, 24mm	50	28.00	1,400.00
4	Roll	TAPE, TRANSPARENT, width 24mm	30	16.00	480.00
5	piece	TAPE DISPENSER, Table Top	10	103.00	1,030.00
6	piece	CORRECTION TAPE * METERS (min) Individual Pack	96	20.00	1,920.00
7	piece	SIGN PEN, BLACK 0.5mm, Black	60	21.50	1,290.00
8	piece	SIGN PEN, BLUE 0.5mm, Blue	60	21.50	1,290.00
9	piece	BALLPEN BLACK 0.5mm, Black	96	21.50	2,064.00
10	Box	STAPLE WIRE, Standard	40	39.00	1,560.00
11	piece	STAPLER, Standard type with remover	20	91.00	1,820.00
12	piece	STAPLE REMOVER, Plier Type	20	58.00	1,160.00
13	piece	GUTTER/UTILITY KNIFE, for general purpose	10	35.50	355.00
14	pair	SCISSORS, symmetrical/asymmetrical	20	39.00	780.00
15	piece	PUNCHER, paper, heavy duty	10	147.50	1,475.00
16	piece	PENCIL SHARPENER	10	248.00	2,480.00
17	box	PAPER CLIP, vinyl/plastic coated 33mm	20	13.00	260.00
18	box	CLIP, backfold, 19mm	50	9.00	450.00
19	box	CLIP, backfold, 25mm	50	13.50	675.00
20	box	CLIP, backfold, 32mm	50	19.25	962.50
21	box	CLIP, backfold, 50mm	50	49.50	2,475.00
22	piece	SIGN HERE TRANSPARENT ARROW FLAG STICKY NOTE	30	44.00	1,320.00
23	piece	STAND FILE BOX, BLUE	20	142.00	2,840.00
24	piece	STAND FILE BOX, RED	20	142.00	2,840.00
25	piece	STAND FILE BOX, BLACK	20	142.00	2,840.00
26	piece	Multi-tray 5 Drawer Black (Arlin/Bufalo skin)	5	1,535.00	7,675.00
27	roll	TWINE, plastic	5	71.00	355.00
28	piece	RULER, flexible, plastic, 450mm	10	47.25	472.50
*** Nothing Follows***					
					176,219.00
Approved Budget for the Contract: Php249,400.00 PR No.: 2024-03-0247 Purpose: PURCHASE OF OFFICE SUPPLIES FOR THE USE OF CIS REGIONAL OFFICE SUPPLIES FOR 1ST SEMESTER CY 2024 Prepared by: Mark Anthony Diones					

(Total Amount in Words)	<b>One Hundred Seventy-Six Thousand Two Hundred Nineteen Pesos Only</b>	<b>176,219.00</b>
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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.

Conforms:  <div style="text-align: center;">   <b>Lorraine A. Malubog</b>            Signature over Printed Name of Supplier   <b>April 22, 2024</b>            Date         </div>	Very truly yours,  <div style="text-align: center;">   <b>LEONARDO C. REYNOSO, CESO III</b>            Signature over Printed Name of Authorized Official  <b>Regional Director</b> </div>
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Fund Cluster: <b>1</b> Funds Available: <b>176,219.00</b>  <div style="text-align: center;">   <b>REYNOLD WILBERT L. TONGDO</b>            Signature over Printed Name of Accountant II - Head, Accounting Section         </div>	ORS/BURS No.: <b>2024-01-2053</b> Date of the ORS/BURS: <b>April 12, 2024</b> Amount: <b>176,219.00</b>
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## NOTICE OF AWARD

DATE: 05 APR 2024

**Ms. Loraine A. Malubag**  
Authorized Representative  
LAMBERT TRADING  
Marcos District Talavera Nueva Ecija

Dear **Ms. Malubag**:

We are pleased to inform you that the RFQ No. 2024-03-0247 for the "Supply and Delivery of Supplies for the use of CIS Regional office for the 1st Semester CY 2024" is hereby awarded to you as the Bidder with the Lowest Calculated & Responsive Bidder at a Contract Price equivalent to One Hundred Seventy-Six Thousand Two Hundred Nineteen Pesos Only (Php176,219.00).

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:

Loraine A. Malubag  
(Signature over Printed Name of Bidder's Authorized Representative)

LAMBERT TRADING

Date: April 22, 2024