



PURCHASE ORDER
DSWD MIMAROPA Region
 Entity Name

Supplier: ERZALAN PRINTING PRESS	P.O. No.: 2024-04-0228
Address: 45 Cotabato St., Luzviminda Village, Batasan Hills, Quezon City	Date: April 25, 2024
TIN: 227-537-760-00000	Mode of Procurement: NP-SVP


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

Place of Delivery: <u>DSWD Field Office MIMAROPA (1680 F.T. Benitez cor. Malvar Sts. Malate, Manila)</u>	Delivery Term: <u>Full Term</u>
Date of Delivery: <u>Twenty-Five (25) calendar days upon receipt of approved Purchase Order (PO)</u>	Payment Term: <u>15-30 days upon final inspection</u>

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	box	ENVELOPE, Mailing, white, with DSWD Logo, Legal, 100pcs/box Specifications: > Material: Book #80, 120gsm >>>> NOTHING FOLLOWS <<<<<	1,500	246.00	369,000.00
Approved Budget for the Contract: Php750,000.00 PR No.: 2024-03-0236 Purpose: Purchase & Delivery of Mailing Envelope with DSWD Logo for the use of CIS Regional and SWADT Office for the 1st Semester of CY-2024 Prepared by: Dave T. Corcoro					369,000.00

(Total Amount in Words)	Three Hundred Sixty-Nine Thousand Pesos Only	369,000.00
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Conforme: <div style="text-align: center;">  ERLINDA PUNZALAN Signature over Printed Name of Supplier </div>	Very truly yours, <div style="text-align: center;">  LEONARDO C. REYNOSO, CESO III Signature over Printed Name of Authorized Regional Director ✓ </div>
Date May 08, 2024	

Fund Cluster: 101 Funds Available: 369,000.00 <div style="text-align: center;">  REYNOLD WILBERT L. TONGDO Signature over Printed Name of Accountant III/ Head, Accounting Section </div>	ORS/BURS No.: <u>2024-04-2459</u> Date of the ORS/BURS: <u>April 26, 2024</u> Amount: <u>369,000.00</u>
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NOTICE OF AWARD

Date: APR 24 2024

MS. ERLINDA E. PUNZALAN
Proprietor
ERZALAN PRINTING PRESS
45 Cotabato St., Luzviminda Village
Batasan Hills, Quezon City

Dear Ms. Punzalan:

We are pleased to inform you that the RFQ No. 2024-03-0236 for the "Purchase & Delivery of Mailing Envelope with DSWD Logo for the use of CIS Regional and SWADT Office Staff for the 1st Semester of CY-2024" is hereby awarded to you as the Lowest Calculated & Responsive Bid at a Contract Price equivalent to Three Hundred Sixty-Nine Thousand Pesos Only (Php 369,000.00).

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

Conformed:


ERLINDA E. PUNZALAN/Proprietor
(Signature over Printed Name of Bidder's Authorized Representative)

ERZALAN PRINTING PRESS

Date: May 08, 2024