

## NOTICE OF AWARD

Date: MAY 07 2024

**MS. MARY ELAINE B. CURSOD**  
Authorized Representative  
**PAPER SQUARE OFFICE SUPPLIES TRADING**  
National Highway, Purok Sandiwa, Brgy. San Pedro,  
Puerto Princesa, City Palawan

Dear **Ms. Cursod**:

We are pleased to inform you that the RFQ No. 2024-04-0325 for "Supply and Delivery of Office Supplies for Pantawid POO, Palawan for 2<sup>nd</sup> Quarter, 2024" is hereby awarded to you as the Bidder with the Lowest Calculated Responsive Bid at a Contract Price equivalent to **One Hundred Two Thousand Pesos Only (Php102,000.00)**.

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:

  
MARY ELAINE B. CURSOD



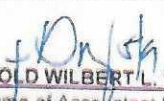
(Signature over Printed Name of Bidder's Authorized Representative)

**PAPER SQUARE OFFICE SUPPLIES TRADING**

Date: DC-14-2024



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

Supplier: <b>PAPER SQUARE OFFICE SUPPLIES TRADING</b>		P O No: <b>2024-05-028y</b>			
Address: <b>National Highway, Purok Sandiwa, Brgy. San Pedro, Puerto Princesa, City Palawan</b>		Date: <b>May 7, 2024</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
1	cart	<b>SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR PANTAWID POO, PALAWAN FOR 2ND QUARTER, 2024</b> HP W1510X HP 151X Blk LaserJet Toner Cartridge, Page yield 9,700 standard pages - Comply  *****NOTHING FOLLOWS***** page 1 of 1	6	17,000.00	102,000.00
(Total Amount in Words)		One Hundred Two Thousand Pesos Only		102,000.00	
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:		 Signature over Printed Name of Supplier Date: <u>05-14-24</u>		Very truly yours,  <b>LEONARDO C. REYNOSO, CESO III</b> Signature over Printed Name of Authorized Official Regional Director	
Fund Cluster: <b>01-101</b>		 <b>REYNOLD WILBERT L. TONGDO</b> Signature over Printed Name of Accountant II / Section Head, Accounting Section		ORS/BURS No.: <u>2024-05-2731</u> Date of the ORS/BURS: <u>May 7, 2024</u> Amount: <b>102,000.00</b>	
Funds Available: <b>102,000.00</b>					



## Omnibus Sworn Statement (Revised) – SOLE

REPUBLIC ACT OF THE PHILIPPINES)

CITY/MUNICIPALITY OF PUERTO PRINCESA CITY) S.S.

### AFFIDAVIT

I, Mary Elaine B. Cursod, of legal age, 31, Married, and residing at Purok Magsasaka Bgy Irawan Puerto Princesa City Palawan, Philippines, after having been duly sworn in accordance with the law, do hereby depose and state that:

1. I am the sole proprietor or authorized representative of PAPER SQUARE OFFICE SUPPLIES TRADING with the office address at Nat'l Highway Purok Sandiwa Brgy. San Pedro Puerto Princesa City Palawan, Philippines;
2. As the owner and sole proprietor, or authorized representative of PAPER SQUARE OFFICE SUPPLIES TRADING with the office at Nat'l Highway Purok Sandiwa Brgy. San Pedro Puerto Princesa City Palawan, Philippines, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for RFQ No. 2024-04-0325 of the DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT, as shown in the attached duly notarized Special Power of Attorney;
3. PAPER SQUARE OFFICE SUPPLIES TRADING is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for the Uniform Guidelines on Blacklisting;**
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. PAPER SQUARE OFFICE SUPPLIES TRADING is authorizing the head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. The owner or sole proprietor is not related to Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), The technical Working Group, and the BAC Secretarial, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree.
7. PAPER SQUARE OFFICE SUPPLIES TRADING complies with existing labor laws and standards; and
8. PAPER SQUARE OFFICE SUPPLIES TRADING is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the RFQ No. 2024-04-0325
9. PAPER SQUARE OFFICE SUPPLIES TRADING did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or

otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

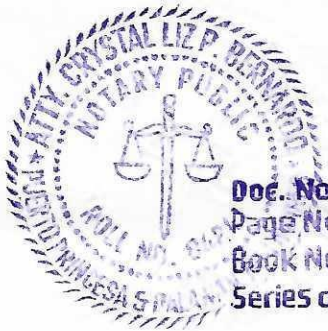
- 10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudiced of the public and the government of the Philippines pursuant to Article 315 od Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hands this 14<sup>th</sup> day of May, 2024 at Puerto Princesa City, Palawan, Philippines.

*MARY EUNICE B. CUDERD*  
MARY EUNICE B. CUDERD

Affiant

SUBSCRIBED AND SWORN to before me this MAY 14 of 2024 2024  
in PUERTO PRINCESA CITY. Affiant exhibiting to me his/her Community Tax Certificate No. DL: D11-16-00  
3298 issued on \_\_\_\_\_ at \_\_\_\_\_.



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Book No. VI  
Series of 2024

*[Signature]*  
**ATTY. CRYSTAL LIZ P. BERNARDO**  
NOTARY PUBLIC/ROLL NO. 84841  
PPC, ADORLAN, NARON, AGUTAYA, CUYO, MAGSAYSAN  
NPL NO. 2023-061 UNTIL DEC 31, 2024  
IBP NO. 841432/MAY 8, 2023  
PTR NO. 7895455/01.02.2024  
(ADMITTED TO THE BAR ON MAY 2, 2023)  
STA. MONICA, PPC