



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

Supplier <b>CMD VARIETY STORE</b>	P.O. No. <b>2024-06-0365</b>
Address <b>Labangan Pob. San Jose, Occidental Mindoro</b>	Date: <b>JUNE 26, 2024</b>
TIN <b>270-244-383-000</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>SWAD Office Occidental Mindoro - M.H. Del Pilar St. Brgy 7 San Jose, Occidental Mindoro</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
<b>Office Supplies for the use of Disaster Response Management Division Provincial Staff of Occidental Mindoro CY 2024</b>					
1	bottle	INK, for stamp pad	3	28.00	84.00
2	box	STAPLE WIRE, standard	20	73.00	1,460.00
3	roll	TAPE, masking, 24mm	18	45.00	810.00
4	roll	TAPE, masking, 48 mm	15	85.00	1,275.00
5	roll	TAPE, packaging, 48 mm	15	35.00	525.00
6	roll	TAPE, transparent, 24mm	18	20.00	360.00
7	roll	TAPE, transparent, 48 mm	18	35.00	630.00
8	unit	CALCULATOR, Compact, 12 digits	2	600.00	1,200.00
9	piece	Correction Tape 5mmx10m	30	25.00	750.00
10	piece	DATA FILE BOX, made of chipboard, with closed ends	10	200.00	2,000.00
11	box	FASTENER	10	43.00	430.00
12	box	PAPER CLIP, vinyl/plastic coated, 33mm	2	15.00	30.00
13	box	PAPER CLIP, vinyl/plastic coated, jumbo, 50mm	2	35.00	70.00
14	box	RUBBER BAND No. 18	1	280.00	280.00
15	piece	TAPE DISPENSER, table top	2	160.00	320.00
16	pad	NOTEPAD, stick-on, 50mm x 75mm	20	25.00	500.00
17	pad	NOTEPAD, stick-on, 75mm x 100mm	20	30.00	600.00
18	pad	NOTEPAD, stick-on, 75mm x 75mm	20	43.00	860.00
19	ream	PAPER, MULTICOPY A4, 80 GSM	40	235.00	9,400.00
20	ream	PAPER, MULTICOPY LEGAL, 80 GSM	25	240.00	6,000.00
21	book	RECORD BOOK, 500 PAGES	2	135.00	270.00
22	piece	BALLPEN 0.5	60	8.00	480.00
23	roll	DOUBLE SIDED TISSUE TAPE 24mmx10m	4	36.00	144.00
24	piece	FLEXIBOX Storage Box 67Liters	12	540.00	6,480.00
25	piece	STAPLER, standard type	2	500.00	1,000.00
26	unit	STAPLER, heavy duty (binder)	2	1,350.00	2,700.00
27	piece	STAPLE REMOVER, pier-type	2	80.00	160.00
28	pcs	ink Epson 003 Black	20	380.00	7,600.00
29	pcs	ink Epson 003 Cyan	10	400.00	4,000.00
30	pcs	ink Epson 003 Yellow	10	400.00	4,000.00
31	pcs	ink Epson 003 Magenta	10	400.00	4,000.00
32	pcs	Heavy Duty Puncher	1	610.00	610.00
***NOTHING FOLLOWS***					
Approved Budget for the Contract: Php67,006.42 PR No.: 2024-05-0453 Purpose: Office Supplies for the use of Disaster Response Management Division Provincial Staff of Occidental Mindoro CY 2024 Prepared by: Bryan F. Cumigad					

(Total Amount in Words) **Fifty Nine Thousand Twenty Eight Pesos Only.** **59,028.00**

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

**CHERYL JOY DIAZ**  
 Signature over Printed Name of Supplier  
 Date **07-12-2024**

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

**MARJORIE MEDAB**

Fund Cluster: <b>1</b> Funds Available: <b>59,028.00</b>  <b>REYNOLD WILBERT L. TONGDO</b> Signature over Printed Name of Accountant III - Head, Accounting Section	ORS/BURS No.: <b>2024-07-4219</b> Date of the ORS/BURS: <b>Jul 1, 2024</b> Amount: <b>59,028.00</b>
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## NOTICE OF AWARD

DATE: 20 JUN 2024

**Ms. Cherry Joy M. Dizon**  
Authorized Representative  
CMD VARIETY STORE  
Labangan Pob. San Jose, Occidental Mindoro

Dear **Ms. Dizon**:

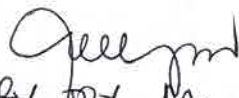
We are pleased to inform you that the RFQ No. 2024-05-0453 for the "Purchase Request of office supplies for the use of Disaster Response Management Division Provincial Staff of Occidental Mindoro CY 2024" is hereby awarded to you as the Bidder with the Lowest Calculated & Responsive Bid at a Contract Price equivalent to **Fifty Nine Thousand Twenty Eight Pesos Only (Php59,028.00)** inclusive of applicable taxes.

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:

  
CHERRY JOY M. DIZON  
(Signature over Printed Name of Bidder's Authorized Representative)

**CMD VARIETY STORE**

Date: 07-12-2024