

## NOTICE OF AWARD

Date: 09 AUG 2024

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


Dear **Ms. Cursod**:

We are pleased to inform you that the RFQ No. 2024-06-0602 for "Supply and Delivery of Office Supplies for Pantawid POO, Palawan for 3<sup>rd</sup> Quarter, 2024" is hereby awarded to you as the Bidder with the Lowest Calculated Responsive Bid at a Contract Price equivalent to **Eighty Five Thousand Pesos Only (Php85,000.00)**.

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 ELANE B. CURSOD**

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

**PAPER SQUARE OFFICE SUPPLIES TRADING**

Date: 08-16-2024



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

Supplier : **PAPER SQUARE OFFICE SUPPLIES TRADING** P.O. No. : **2024-08-0466**  
 Address : National Highway, Purok Sandiwa, Brgy. San Pedro, Puerto Princesa, City Palawan Date : **August 9, 2024**  
 TIN : Mode of Procurement : **Shopping-B**

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

Place of Delivery : Pantawid Provincial Operation Office, G7 Bldg. Unit 2/2nd Floor, 131 National Highway, San Pedro, Puerto Princesa City, Palawan Delivery Term : FOB Destination  
 Date of Delivery : Twenty (20) Calendar Days after receipt of Approved Purchase Order Payment Term : 15-30 days upon final inspection

STOCK Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	cart	<b>SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR PANTAWID POO, PALAWAN FOR 3RD QUARTER, 2024</b> HP W1510X HP 151X Blk LaserJet Toner Cartridge, Page yield 9,700 standard pages - Comply *****NOTHING FOLLOWS***** page 1 of 1  Approved Budget for the Contract: Php88,100.00 PR No. 2024-06-0602 Purpose: SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR PANTAWID POO, PALAWAN FOR 3RD QUARTER, 2024 Prepared by: Emma Joy C. Nolasco	5	17,000.00	85,000.00
<b>(Total Amount in Words)</b>		<b>EIGHTY FIVE THOUSAND PESOS ONLY</b>			<b>85,000.00</b>

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]* Very truly yours,  
*[Signature]* **LEONARDO C. REYNOSO, CESO III**  
 Signature over Printed Name of Supplier **TERESITA L. VALENTINO** Signature over Printed Name of Authorized Official  
*[Signature]* **Regional Director**  
 Date Special Order no. \_\_\_\_\_ Series of \_\_\_\_\_

Fund Cluster : **01-101** ORS/BURS No. : 2024-08-5422  
 Funds Available : **85,000.00** Date of the ORS/BURS: Aug 13, 2024  
**REYNOLD WILBERT L. TONGDO** Amount : **85,000.00**  
 Signature over Printed Name of Accountant III / Section Head, Accounting Section



# PhilGEPS

Philippine Government Electronic Procurement System

Central Portal for  
Philippine Government  
Procurement Opportunities

**Award Notice Abstract (Ref No.: 5011577)**

**Status: Updated**

<p><b>Reference Number:</b> 11059796</p> <p><b>Control Number:</b> 2024-06-0602</p> <p><b>Bid Notice Title:</b> 2024-06-0602 - Supply and delivery of office supplies in Palawan for the 3rd Quarter of 2024</p> <p><b>Approved Budget:</b> Php158,204.00</p> <p><b>Procurement Mode:</b> Shopping - Ordinary/Regular Office Supplies &amp; Equipment (Sec. 52.1.b)</p> <p><b>Classification:</b> Goods</p> <p><b>Category:</b> Office Supplies and Devices</p> <p><b>Applicable Procurement Rules:</b> Implementing Rules and Regulations</p> <p><b>Funding Source:</b> Government of the Philippines (GOP)</p> <p><b>Funding Instrument:</b> General Appropriations Act</p> <p><b>Area of Delivery:</b> Palawan</p> <p><b>Delivery Period:</b> 20 Day/s</p> <p><b>Contact Person:</b> Harvy Calabio</p> <p><b>Created By:</b> Harvy Calabio</p>	<p><b>DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT - REGION IV-B</b> 1680 Benitez corner Malvar St. Malate, Manila Manila Metro Manila, NCR, Philippines</p> <p style="text-align: center;"><b>Toner Cartridge</b></p> <p><b>Awardee :</b> PAPER SQUARE OFFICE SUPPLIES TRADING</p> <p><b>Address :</b> Palawan puerto princesa city palawan Puerto Princesa City Palawan, Region IV-B, Philippines</p> <p><b>Contact Person :</b> mary elaine bacolod cursod</p> <p><b>Designation :</b> owner</p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">#</th> <th style="text-align: left;">Product/Service/Project Name</th> <th style="text-align: left;">Budget</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>Toner Cartridge, see attached document, 44103105, 1, Lot</td> <td>Php88,100.00</td> </tr> </tbody> </table> <p><b>Reason for Award :</b> Lowest calculated and responsive bidder.</p>	#	Product/Service/Project Name	Budget	2	Toner Cartridge, see attached document, 44103105, 1, Lot	Php88,100.00	<p><b>Award Type:</b> Award Notice</p> <p><b>Contract Amount:</b> Php85,000.00</p> <p><b>Award Date:</b> 09-Aug-2024</p> <p><b>Publish Date:</b> 12-Aug-2024</p> <p><b>Date Last Updated:</b> 20-Aug-2024</p> <p><b>Contract Number:</b> 2024-08-0466</p> <p><b>Proceed Date:</b> 16-Aug-2024</p> <p><b>Contract Effectivity Date:</b> 16-Aug-2024</p> <p><b>Contract End Date:</b> 05-Sep-2024</p> <p><b>Created By:</b> Harvy B. Calabio</p> <p><b>Date Created:</b> 12-Aug-2024</p> <p><b>Approver:</b> Harvy B. Calabio</p> <p><b>View Documents:</b> 4</p>
#	Product/Service/Project Name	Budget						
2	Toner Cartridge, see attached document, 44103105, 1, Lot	Php88,100.00						