

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 3rd 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 : <u>National Highway, Purok Sandiwa, Brgy. San Pedro, Puerto Princesa, City Palawan</u>		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 : <u>Pantawid Provincial Operation Office, G7 Bldg. Unit 2/2nd Floor, 131 National Highway, San Pedro, Puerto Princesa City, Palawan</u>		Delivery Term : <u>FOB Destination</u>			
Date of Delivery : <u>Twenty (20) Calendar Days after receipt of Approved Purchase Order</u>		Payment Term : <u>15-30 days upon final inspection</u>			
STOCK Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	cart	SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR PANTAWID POO, PALAWAN FOR 3RD QUARTER, 2024 HP W1510X HP 151X Blk LaserJet Toner Cartridge, Page yield 9,700 standard pages - Comply *****NOTHING FOLLOWS***** page 1 of 1	5	17,000.00	85,000.00
		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			
(Total Amount in Words)		EIGHTY FIVE THOUSAND PESOS ONLY			85,000.00
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 <u>08-16-24</u> Date	Very truly yours, Signature over Printed Name of Authorized Official LEONARDO C. REYNOSO, CESO III Officer-in-Charge Special Order no. _____ Series of _____ Regional Director		
Fund Cluster : 01-101		 Signature over Printed Name of Accountant III / Section Head, Accounting Section		ORS/BURS No. : <u>2024-08-5422</u> Date of the ORS/BURS: <u>Aug 13, 2024</u> Amount : 85,000.00	
Funds Available : 85,000.00					