



PURCHASE ORDER
DSWD MIMAROPA Region
 Entity Name

| | |
|--|---|
| Supplier : DK'S TRADING | P.O. No. : 2024-10-0647 |
| Address : Laurel St., Brgy. Liwayway, Odiongan, Romblon | Date : October 1, 2024 |
| TIN : 404-079-762-00000 | Mode of Procurement : SHOPPING B |

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

| | |
|--|--|
| Place of Delivery : SWADT Romblon Office (Servañez Bldg., Brgy Liwayway, Odiongan, Romblon) | Delivery Term : Full Term |
| Date of Delivery : Thirty (30) calendar days upon receipt of approved Purchase Order (PO) | Payment Term : 15-30 days upon final inspection |

| Stock/ Property No. | Unit | Description | Quantity | Unit Cost | Amount |
|--|--------|--|----------|-----------|------------|
| 1 | ream | BOND PAPER, Premium grade, A4 (8.27 x 11.69) | 90 | 225.00 | 20,250.00 |
| 2 | dozen | GEL PEN, 0.5, Black | 1 | 180.00 | 180.00 |
| 3 | roll | TAPE, Transparent, width 48mm | 20 | 50.00 | 1,000.00 |
| 4 | ream | FOLDER, White, long, 100pcs/ream | 60 | 580.00 | 34,800.00 |
| 5 | piece | STICKY NOTE PAD, 3 x 3 | 100 | 35.00 | 3,500.00 |
| 6 | piece | STAPLER WITH STAPLE WIRE REMOVER | 20 | 180.00 | 3,600.00 |
| 7 | piece | STAPLE WIRE, No. 35 | 30 | 40.00 | 1,200.00 |
| 8 | box | PAPER FASTENER, Plastic coated, 50sets/box | 10 | 50.00 | 500.00 |
| 9 | bottle | GLUE, 130g | 14 | 60.00 | 840.00 |
| 10 | pack | PHOTO PAPER, Glossy, 230gsm, A4, 300 microns, 20sheets/pack | 10 | 85.00 | 850.00 |
| 11 | box | CERTIFICATE HOLDER, Plastic, A4, 50pcs/box | 1 | 3,000.00 | 3,000.00 |
| 12 | piece | SCISSOR, Heavy duty, symmetrical, blade length 65mm | 20 | 85.00 | 1,700.00 |
| 13 | piece | STAMP PAD, No. 2 (3 x 5) Big | 25 | 75.00 | 1,875.00 |
| 14 | box | ENVELOPE, White, long, 10xx 70gsm, Standard, 100pcs/box | 15 | 400.00 | 6,000.00 |
| 15 | box | PAPER CLIP, Gem type, 48mm, 100pcs/box | 55 | 35.00 | 1,925.00 |
| 16 | piece | CALCULATOR, Compact, two-way power source, LCD display, with CE mark, Manufacturer must be ISO 9001 2008 Certified | 5 | 500.00 | 2,500.00 |
| 17 | dozen | MARKER, Permanent, bullet type, black, 12pcs/box | 2 | 600.00 | 1,200.00 |
| 18 | dozen | MARKER, Permanent, bullet type, blue, 12pcs/box | 2 | 600.00 | 1,200.00 |
| 19 | cart | BROTHER TONER (TN-3608XXL), Approx. 11,000 pp. for Brother printer MFC-L5915DW, orig high yield | 1 | 10,000.00 | 10,000.00 |
| 20 | bottle | EPSON 003, BK Ink | 20 | 330.00 | 6,600.00 |
| 21 | bottle | EPSON 003, Y Ink | 3 | 330.00 | 990.00 |
| 22 | bottle | EPSON 003, M Ink | 3 | 330.00 | 990.00 |
| 23 | bottle | EPSON 003, C Ink | 3 | 330.00 | 990.00 |
| >>>> NOTHING FOLLOWS <<<<< | | | | | |
| Approved Budget for the Contract: Php110,185.00 | | | | | 105,690.00 |
| PR No.: 2024-07-0709 | | | | | |
| Purpose: Purchase & Delivery of Office Supplies for the use of SLP Staff in SWADT Romblon for the 3rd Quarter of CY-2024 | | | | | |
| Prepared by: Dave T. Corcoro | | | | | |

| | | |
|-------------------------|--|-------------------|
| (Total Amount in Words) | One Hundred Five Thousand Six Hundred Ninety Pesos Only | 105,690.00 |
|-------------------------|--|-------------------|

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: Resie Farquerabao Signature over Printed Name of Supplier October 21, 2024 Date | Very truly yours, LEONARDO C. REYNOSO, CESO III Signature over Printed Name of Authorized Regional Director |
|--|--|

| | |
|---|---|
| Fund Cluster : 1 Funds Available : 105,690.00 REYNOLD WILBERT L. TONGDO Signature over Printed Name of Accountant III/ Head, Accounting Section | ORS/BURS No. : 2024-10-7224 Date of the ORS/BURS : Oct. 21, 2024 Amount : 105,690.00 |
|---|---|

NOTICE OF AWARD

Date: SEP 30 2024

MR. RESIE G. FARQUERABAO
Proprietor
DK'S TRADING
Liwayway St., Odiongan, Romblon

Dear Mr. Farquerabao:

We are pleased to inform you that the RFQ No. 2024-07-0709 for the "Purchase & Delivery of Office Supplies for the use of Sustainable Livelihood Program (SLP) Staff in SWADT Romblon Office for the 3rd Quarter of CY-2024" is hereby awarded to you as the Lowest Calculated & Responsive Quotation at a Contract Price equivalent to One Hundred Five Thousand Six Hundred Ninety Pesos Only (Php 105,690.00).

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:


Resie Farquerabao

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

DK'S TRADING

Date: OCTOBER 21, 2024