



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

Supplier : <b>JAEGO GENERAL MERCHANDISE</b>	P.O. No. : <b>2024-09-0632</b>
Address : <b>San Miguel, Boac Marinduque</b>	Date : <b>Spetember 26 2024</b>
TIN : <b>102-219-005-000</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>SWADT MARINDUQUE (Capitol Compound Brgy Bengbangalon, Boac, Marinduque)</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 of SLP Marinduque for 2nd Semester CY 2024</b>					
1	ream	Paper, Copy, Multi-purpose, A4 70gsm, 500 sheets/ream	95 ✓	185.00	17,575.00
2	ream	Paper, Copy, Multi-purpose, Folio 70gsm, 500 sheets/ream	5 ✓	212.00	1,060.00
3	box	Fastener, Plastic, 70mm between prongs, 50sets/box	9 ✓	32.00	288.00
4	bottle	Multi-purpose Glue, safe, Non-toxic, with twist cap, 250g	4 ✓	45.00	180.00
5	bottle	Epson 003 Eco, Tank Replacement Ink, Black, 65ml Authentic	15 ✓	123.00	1,845.00
6	bottle	Epson 003 Eco, Tank Replacement Ink, Yellow, 65ml Authentic	15 ✓	123.00	1,845.00
7	bottle	Epson 003 Eco, Tank Replacement Ink, Cyan, 65ml Authentic	15 ✓	123.00	1,845.00
8	bottle	Epson 003 Eco, Tank Replacement Ink, Magenta, 65ml Authentic	15 ✓	123.00	1,845.00
9	box	Backfold (Binder Clip), 1 1/4 inch, 12pcs/box	7 ✓	33.00	231.00
10	box	Hi-tecpoint Roller pen, tip size: 0.5mm, writing, width: 0.30mm, Ink Color: Blue, 12pcs/box	6 ✓	1,050.00	6,300.00
11	box	Hi-tecpoint Roller pen, tip size: 0.5mm, writing, width: 0.30mm, Ink Color: Black, 12pcs/box	6 ✓	1,050.00	6,300.00
12	Piece	Staple Wire No. 35, 5000pcs/box	12 ✓	30.00	360.00
13	Piece	Correction tape, 5mm x 10m (Individual Packed)	13 ✓	25.00	325.00
14	Piece	Brother L5915DW Toner Cartridge TN3608	2	5,900.00	11,800.00
15	Piece	Transparent Tape, 1 inch x 100yards/roll	12 ✓	23.00	276.00
16	roll	Packaging Tape, clear, 48mm x 80mm	6 ✓	33.00	198.00
17	box	Paper Clip, Plastic Coated, 55mm long	12 ✓	25.00	300.00
18	pcs	Calculator MZ-12S Calculator- 12 Digits Math Calculation, Solar and Battery Powered - Extra Large Display with Plastic Keys	4 ✓	340.00	1,360.00
19	ream	White Folder, Folio size 100pcs/ream	10 ✓	470.00	4,700.00
20	ream	White Folder, 8.5 x 11 size 100pcs/ream	4	420.00	1,680.00
21	pcs	Sticky Note, Film Index (Sign Here), See Through 4.5 x 1.2 cm	23	70.00	1,610.00
22	pcs	Sticky Note, 5 in 1 color, (1/2 x 2cm)	13	50.00	650.00
23	pcs	Stainless Steel Scissors, 7.5 Inches. Comfortable Ergonomic Handle, Sharp Blade Sewing Shears, Heavy Duty	11 ✓	45.00	495.00
24	pcs	Staple No. 35 with stapie wire remover	8	80.00	640.00
25	pack	Alkaline Power Double A Battery 2pcs/pack	3	75.00	225.00
26	box	Brown Envelope, Expanded, for Legal size documents	1	1,270.00	1,270.00
<b>&gt;&gt;&gt;&gt; NOTHING FOLLOWS &lt;&lt;&lt;&lt;&lt;</b>					
					<b>65,203.00</b>
Approved Budget for the Contract: Php71,971.00 PR No.: 2024-07-0708 Purpose: Procurement of Office Supplies of SLP Marinduque for 2nd Semester CY 2024 Prepared by: MARK ANTHONY DIONES					

(Total Amount in Words)	<b>Sixty-Five Thousand Two Hundred Three Pesos Only</b>	<b>65,203.00</b>
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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: <div style="text-align:center;">   <b>MARISSA M. MANUBA</b>            Signature over Printed Name of Supplier         </div>	Very truly yours, <div style="text-align:center;">   <b>LEONARDO C. REYNOSO, CESO III</b>            Signature over Printed Name of Authorized Official  <u>Regional Director</u> </div>
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Date 10/07/2024

Fund Cluster : <u>101</u> Funds Available : <u>65,203.00</u> <div style="text-align:center;">   <b>REYNOLD WILBERT L. TONGDO</b>            Signature over Printed Name of Accountant III - Head, Accounting Section         </div>	ORS/BURS No. : <u>2024101-2409-6421</u> Date of the ORS/BURS: <u>Sept 27, 2024</u> Amount : <u>65,203.00</u>
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## NOTICE OF AWARD

Date : 24 SEP 2024

**AGNES S. GO**  
Authorized Representative  
**JAEGO GENERAL MERCHANDISE**  
San Miguel, Boac, Marinduque

Dear Ms. Go:

We are pleased to inform you that the Request for Quotation No. 2024-07-0708 for "Supply and Delivery of Office Supplies for SLP use" is hereby awarded to you with Lowest Calculated and Responsive Quotation amounting to Sixty Five Thousand Two Hundred Three Pesos Only (IPhp 65,203.00) inclusive of all applicable taxes.

Please sign your conformity below and transmit a signed copy to us.

Very truly yours,



**LEONARDO C. REYNOSO, CESO III**  
Regional Director  
Head of the Procuring Entity

Conforme:

  
**MARISSA M. MANUBA**

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

**JAEGO GENERAL MERCHANDISE**

Date : 10/07/2024