

NOTICE OF AWARD

Date: JAN 15 2025

MS. MARY ELAINE B. CURSAD
Proprietor
PAPER SQUARE OFFICE SUPPLIES TRADING
LGo Bldg., San Pedro, Puerto Princesa City, Palawan

Dear **Ms. Cursad**:

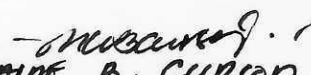
We are pleased to inform you that the RFQ No. 2025-01-0011 for "Supply and Delivery of Office Supplies for Pantawid POO, Palawan for 1st Quarter of 2025" is hereby awarded to you as the Bidder with the Lowest Calculated Responsive Quotation at a Contract Price equivalent to **Ninety Eight Thousand Nine Hundred Five Pesos Only (Php98,905.00)**.

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 ELAINE B. CURSAD
(Signature over Printed Name of Bidder's Authorized Representative)

PAPER SQUARE OFFICE SUPPLIES TRADING

Date: 02-18-2025



PURCHASE ORDER
DSWD MIMAROPA Region
Entity Name

Supplier : PAPER SQUARE OFFICE SUPPLIES TRADING	P.O. No. : 2025-01-0001
Address : LGO Bldg., San Pedro, Puerto Princesa City, Palawan	Date : January 15, 2025
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
Supply and Delivery of Office Supplies for Pantawid POO, Palawan for 1st Quarter 2025					
1	roll	TAPE, masking, 24mm	15	25.00	375.00
2	roll	TAPE, packaging, 48mm	25	50.00	1,250.00
3	roll	TAPE, transparent, 24mm	25	25.00	625.00
4	roll	TAPE, transparent, 48mm	30	60.00	1,800.00
5	roll	Twine, plastic	5	120.00	600.00
6	box	Staple Wire, heavy duty (binder type), 23/13	10	80.00	800.00
7	piece	Ruler, plastic 450mm	10	50.00	500.00
8	box	Clip, backfold, 19mm	30	18.00	540.00
9	box	Clip, backfold, 25mm	30	35.00	1,050.00
10	box	Clip, backfold, 32mm	30	55.00	1,650.00
11	box	Clip, backfold, 50mm	30	70.00	2,100.00
12	piece	Correction Tape, film based type, 8 meters	100	20.00	2,000.00
13	set	Marker, Flourescent, 3 colors per set, assorted colors	10	45.00	450.00
14	piece	Marker, Permanent Black	20	45.00	900.00
15	piece	Marker, Permanent Blue	20	45.00	900.00
16	piece	Marker, Whiteboard, Black	20	65.00	1,300.00
17	piece	Marker, Whiteboard, Blue	25	65.00	1,625.00
18	box	Paper clip, vinly/plastic coated, 33mm	20	18.00	360.00
19	box	Paper clip, vinly/plastic coated, Jumbo, 50mm	20	35.00	700.00
20	ream	Paper, Multi-purpose, A4,70gsm, 210mmx297mm	305	180.00	54,900.00
21	ream	Paper, Multi-purpose, Folio, 70gsm, 216mmx330mm	118	185.00	21,830.00
22	piece	Ballpoint Pen, Retractable, fine point, 0.5 Black	200	5.00	1,000.00
23	piece	Sign Pen, extra fine tip, Blue	15	30.00	450.00
24	box	Staple Wire, standard, #35	30	40.00	1,200.00
*****NOTHING FOLLOWS***** page 1 of 1 *****This will serve as the Notice to Proceed***** Approved Budget for the Contract: Php99,605.30 PR No. 2025-01-0011 Purpose: Supply and Delivery of Office Supplies for Pantawid POO, Palawan for 1st Quarter 2025 Prepared by: Emma Joy C. Nolasco					

(Total Amount in Words)	NINETY EIGHT THOUSAND NINE HUNDRED FIVE PESOS ONLY	98,905.00
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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:

MARY ELAINE B. CURRUP
MARY ELAINE B. CURRUP

Signature over Printed Name of Supplier

02/10/25

Date

Very truly yours,

LEONARDO C. REYNOSO

LEONARDO C. REYNOSO, CESO III

Signature over Printed Name of Authorized

Official

Regional Director

Fund Cluster : **01-101**
Funds Available : **98,905.00**

REYNOLD WILBERT L. TONGDO
REYNOLD WILBERT L. TONGDO

Signature over Printed Name of Accountant III / Section Head, Accounting Section

ORS/BURS No. : **2025-02-0223**
Date of the ORS/BURS: **Feb 5, 2025**
Amount : **98,905.00**



Award Notice Abstract (Ref No.: 5306822)

Status: Updated

<p>Reference Number: 11611724</p> <p>Control Number: 2025-01-0011</p> <p>Bid Notice Title: 2025-01-0011 - Supply and delivery of office supplies for POO and MOO-Palawan Pantawid staff use for the 1st Quarter of 2025</p> <p>Approved Budget: Php99,605.30</p> <p>Procurement Mode: Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)</p> <p>Classification: Goods</p> <p>Category: Office Supplies and Devices</p> <p>Applicable Procurement Rules: Implementing Rules and Regulations</p> <p>Funding Source: Government of the Philippines (GOP)</p> <p>Funding Instrument: General Appropriations Act</p> <p>Area of Delivery: Palawan</p> <p>Delivery Period: 20 Day/s</p> <p>Contact Person: Harvy Calabio</p> <p>Created By: Harvy Calabio</p>	<p>DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT - REGION IV-B 1680 Benitez corner Malvar St. Malate, Manila Manila Metro Manila, NCR, Philippines</p> <p align="center">Supply and delivery of office supplies</p> <p>Awardee : PAPER SQUARE OFFICE SUPPLIES TRADING</p> <p>Contact Person : mary elaine bacolod cursod</p> <p>Address : National Highway, Purok Molave, Brgy. San Pedro Puerto Princesa Cityowner Palawan, Region IV-B, Philippines</p> <table border="1"> <thead> <tr> <th>#</th> <th>Product/Service/Project Name</th> <th>Budget</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Supply and delivery of office supplies, Supply and delivery of office supplies for POO and MOO-Palawan Pantawid staff use for the 1st Quarter of 2025, 44120000, 1, Lot</td> <td>Php99,605.30</td> </tr> </tbody> </table> <p>Reason for Award : Lowest calculated and responsive quotation.</p>	#	Product/Service/Project Name	Budget	1	Supply and delivery of office supplies, Supply and delivery of office supplies for POO and MOO-Palawan Pantawid staff use for the 1st Quarter of 2025, 44120000, 1, Lot	Php99,605.30	<p>Award Type: Award Notice</p> <p>Contract Amount: Php98,905.00</p> <p>Award Date: 15-Jan-2025</p> <p>Publish Date: 16-Jan-2025</p> <p>Date Last Updated: 19-Feb-2025</p> <p>Contract Number: 2025-01-0002</p> <p>Proceed Date: 18-Feb-2025</p> <p>Contract Effectivity Date: 18-Feb-2025</p> <p>Contract End Date: 10-Mar-2025</p> <p>Created By: Harvy B. Calabio</p> <p>Date Created: 16-Jan-2025</p> <p>Approver: Harvy B. Calabio</p> <p>View Documents: 4</p>
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