

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**:

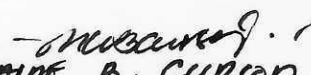
We are pleased to inform you that the RFQ No. 2025-01-0011 for "Supply and Delivery of Office Supplies for Pantawid POO, Palawan for 1st Quarter of 2025" is hereby awarded to you as the Bidder with the Lowest Calculated Responsive Quotation at a Contract Price equivalent to **Ninety Eight Thousand Nine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

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. CURIAO
Signature over Printed Name of Supplier
02/10/25

Very truly yours,

LEONARDO C. REYNOSO, CESO III
Signature over Printed Name of Authorized Official
Regional Director

Date

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

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**