



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

Supplier: FOS DRY GOODS STORE AND GEN. MERCHANDISE  
 Address: Odiongan, Romblon

P.O. No.: 2025-01-0008  
 Date: January 16, 2025  
 Mode of Procurement: Shopping-B

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

Place of Delivery: Pantawid Provincial Operation Office, 2nd Floor Diwa ng Pagsulong Building, New Market, Dapawan Odiongan, Romblon  
 Date of Delivery: Twenty (20) Calendar Days after receipt of Approved Purchase Order

Delivery Term: FOB Destination  
 Payment Term: 15-30 days upon final inspection

Stock Property No.	Unit	Description	Quantity	Unit Cost	Amount
		<b>Supply and Delivery of Office Supplies for Pantawid POO, Romblon for 1st Quarter 2025</b>			
1	piece	Battery, dry cell size AA - Energizer	4	60.00	240.00
2	piece	Battery, dry cell size AAA - Energizer	4	65.00	260.00
3	jar	Glue, all purpose, 200grams - Elmers Glue	4	150.00	600.00
4	box	Staple Wire, heavy duty (binder type), 23/13 - Joy	12	145.00	1,740.00
5	box	Staple Wire, Standard #35 - Joy	25	45.00	1,125.00
6	roll	TAPE, masking, 24mm	12	38.00	456.00
7	roll	TAPE, packaging, 48mm	12	65.00	780.00
8	roll	TAPE, transparent, 24mm	20	38.00	760.00
9	roll	TAPE, transparent, 48mm	20	65.00	1,300.00
10	roll	Twine, plastic	5	120.00	600.00
11	pack	Cartolina, assorted colors, 20pcs/pack - 12x20	20	160.00	3,200.00
12	pad	NOTEPAD, stick-on, 50mm x 76mm (2" x 3")	20	45.00	900.00
13	pad	NOTEPAD, stick-on, 76mm x 100mm (3" x 4")	20	60.00	1,200.00
14	pad	NOTEPAD, stick-on, 76mm x 76mm (3" x 3")	20	50.00	1,000.00
15	ream	PAPER, MULTICOPY A4, 80gsm - harcopy	180	170.00	30,600.00
16	ream	PAPER, MULTICOPY LEGAL, 80gsm - hardcopy	80	190.00	15,200.00
17	piece	Ruler, plastic 450mm	5	350.00	1,750.00
18	piece	Correction Tape, film based type, 8 meters - Joy	130	30.00	3,900.00
<p>*****NOTHING FOLLOWS*****          page 1 of 1          *****This will serve as the Notice to Proceed*****</p> <p>Approved Budget for the Contract: Php68,526.50          PR No. 2025-01-0010          Purpose: Supply and Delivery of Office Supplies for Pantawid POO, Romblon for 1st Quarter 2025          Prepared by: Emma Joy C. Nolasco</p>					
(Total Amount in Words) <b>SIXTY FIVE THOUSAND SIX HUNDRED ELEVEN PESOS ONLY</b>					<b>65,611.00</b>

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 items/s.

Conforme:

ALFONSO FUS  
 Signature over Printed Name of Supplier  
2/19/2025  
 Date

Very truly yours,

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

Fund Cluster: 01-101  
 Funds Available: 65,611.00

REYNOLD WILBERT L. TONGDO  
 Signature over Printed Name of Accountant III / Section Head, Accounting Section

ORS/BURS No.: 2025-02-0224  
 Date of the ORS/BURS: Feb 5, 2025  
 Amount: 65,611.00



### NOTICE OF AWARD

Date: JAN 16 2025

**MR. ALFONSO FOS**  
Proprietor  
FOS DRY GOODS STORE AND GEN. MERCHANDISE  
Odiongan, Romblon

Dear Mr. Fos:


We are pleased to inform you that the RFQ No. 2025-01-0010 for "Supply and Delivery of Office Supplies for Pantawid POO, Romblon for 1<sup>st</sup> Quarter of 2025" is hereby awarded to you as the Bidder with the Lowest Calculated Responsive Quotation at a Contract Price equivalent to Sixty Five Thousand Six Hundred Eleven Pesos Only (Php65,611.00). ✓

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:

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

**FOS DRY GOODS STORE AND GEN. MERCHANDISE**

Date: 2/19/2025

