



PURCHASE ORDER
DSWD MIMAROPA Region
Entity Name

Supplier : DK'S TRADING	P.O. No. : 2025-01-0013
Address : Liwayway, Odiongan, Romblon	Date : January 22, 2025
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)	120	225.00	27,000.00
2	box	BALLPEN, Black, 0.5, 12pcs./box	10	80.00	800.00
3	box	GEL PEN, Black, 0.5, 12pcs./box	3	240.00	720.00
4	piece	STICKY NOTE PAD, 3 x 3"	100	35.00	3,500.00
5	piece	STAPLE WIRE REMOVER, Heavy-duty, plier type	22	120.00	2,640.00
6	box	CORRECTION TAPE, 6 meters (min.), 12pcs./box	7	300.00	2,100.00
7	pack	ENVELOPE, Expanding with garter, brown, long	1	2,000.00	2,000.00
8	box	PAPER FASTENER, Plastic, 50sets/box	10	50.00	500.00
9	jar	GLUE, 130g	15	60.00	900.00
10	box	PAPER CLIP, Gem type, 48mm, 100pcs./box	50	35.00	1,750.00
11	piece	CALCULATOR, Compact, Two-way power source, LCD	2	480.00	960.00
12	box	MARKER, Permanent, Bullet type, Black, 12pcs./box	4	600.00	2,400.00
13	box	MARKER, Permanent, Bullet type, Blue, 12pcs./box	2	600.00	1,200.00
14	bottle	EPSON 003 BK Ink	30	335.00	10,050.00
15	bottle	EPSON 003 Y ink	7	335.00	2,345.00
16	bottle	EPSON 003 M Ink	7	335.00	2,345.00
17	bottle	EPSON 003 C Ink	7	335.00	2,345.00
>>>> NOTHING FOLLOWS <<<<<					
Note : This will serve as the Notice to Proceed					
Approved Budget for the Contract: Php65,960.00					63,555.00
PR No.: 2025-01-0016					
Purpose: Purchase & Delivery of Office Supplies for the use of SLP Staff in Romblon for the 1st Quarter of CY-2025					
Prepared by: Dave T. Corcoro					


(Total Amount in Words)	Sixty-Three Thousand Five Hundred Fifty-Five Pesos Only	63,555.00
-------------------------	--	------------------

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

Very truly yours, 
LEONARDO C. REYNOSO, CESO III
Signature over Printed Name of Authorized
Regional Director

Date 2/3/25

Fund Cluster : 1	ORS/BURS No. : <u>2025-01-0095</u>
Funds Available : <u>63,555.00</u>	Date of the ORS/BURS: <u>Jan. 24, 2025</u>
e.  REYNOLD WILBERT L. TONGDO	Amount : <u>63,555.00</u>
Signature over Printed Name of Accountant in Charge, Accounting Section	



NOTICE OF AWARD

Date: JAN 21 2025

MR. RESIE G. FARQUERABAO

Owner
DK'S TRADING
Liwayway, Odiongan, Romblon

Dear **Mr. Farquerabao**:

We are pleased to inform you that the RFQ No. 2025-01-0016 for the **"Purchase & Delivery of Office Supplies for the use of SLP Staff in Romblon for the 1st Quarter of CY-2025"** is hereby awarded to you as the Lowest Calculated & Responsive Bid at a Contract Price equivalent to **Sixty-Three Thousand Five Hundred Fifty-Five Pesos Only (Php63,555.00)**.

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: 2/3/25

