



PURCHASE ORDER
DSWD MIMAROPA Region
 Entity Name

| | |
|---|--|
| Supplier: SWEET REINE OFFICE AND SCHOOL SUPPLIES | P O No: 2025-02-0028 |
| Address: Poblacion Bansud Oriental Mindoro | Date: February 4 2025 |
| TIN: 303-691-773-00000 | Mode of Procurement: SHOPPING B |

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

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|--|---|
| Place of Delivery: Fifteen (15) Calendar days upon receipt of approved Purchase Order (P O) | Delivery Term: Full Term |
| Date of Delivery: MIMAROPA Youth Center Poblacion: Bansud, Oriental Mindoro | Payment Term: 15-30 days upon final inspection |

| Stock/Property No. | Unit | Description | Quantity | Unit Cost | Amount |
|--|-------|--|----------|-----------|-----------|
| 1 | Box | Smooth Ink Pen, Black, 0.5mm, 12pcs/box | 10 | 100.00 | 1,000.00 |
| 2 | Box | Smooth Ink Pen, Blue, 0.5mm, 12pcs/box | 5 | 200.00 | 1,000.00 |
| 3 | Box | Folder, expanded, long (green) 100pcs/pack | 1 | 925.00 | 925.00 |
| 4 | Box | White Folder Long 100pcs.Box | 2 | 200.00 | 400.00 |
| 5 | Piece | Lever Arch Folder Horizontal; size A4 | 50 | 150.00 | 7,500.00 |
| 6 | Pack | Colored Paper/ Assorted 100pcs/pack | 5 | 380.00 | 1,900.00 |
| 7 | Pack | Cartolina Assorted Colors 25pcs/color | 10 | 222.00 | 2,220.00 |
| 8 | Ream | Paper.Copy. Multi-Purpose, A4, 80gsm | 75 | 240.00 | 18,000.00 |
| 9 | Ream | Paper.Copy. Multi-Purpose, Legal, 80gsm | 30 | 250.00 | 7,500.00 |
| 10 | Roll | Tape, Double-Edged, 1" without Cushion | 12 | 45.00 | 540.00 |
| 11 | Roll | Tape, Double-Edged, 1" with Cushion | 20 | 40.00 | 800.00 |
| 12 | Pack | Photo Paper, Glossy, A4, 230gsm, 210 x 297mm 20sheets/pack | 10 | 80.00 | 800.00 |
| 13 | Roll | Laminating Film Roll H:9 inches 250 Microns L: (50meters) | 1 | 1,400.00 | 1,400.00 |
| 14 | Box | Marking Pen Whiteboard Black 10pcs,box | 10 | 240.00 | 2,400.00 |
| 15 | Box | Marking Pen Permanent Black 10pcs,box | 10 | 240.00 | 2,400.00 |
| 16 | Pcs | Record Book, 300 Pages smythe sewn | 30 | 80.00 | 2,400.00 |
| 17 | Pcs | Record Book, 500 Pages smythe sewn | 20 | 90.00 | 1,800.00 |
| 18 | Box | Sign Pen, 0.3mm, Black, 12pcs/box | 2 | 144.00 | 288.00 |
| 19 | Box | Sign Pen, 0.3mm, Blue, 12pcs/box | 1 | 338.00 | 338.00 |
| 20 | Roll | Tape, masking 24mm, 50meters Length | 10 | 45.00 | 450.00 |
| 21 | Roll | Tape, masking 48mm, 50meters Length | 10 | 65.00 | 650.00 |
| 22 | Roll | Tape Transparent, 24mm, 50 meters Length | 10 | 30.00 | 300.00 |
| 23 | Roll | Tape Transparent, 48mm, 50 meters Length | 10 | 45.00 | 450.00 |
| 24 | Roll | Tape, Packaging, 48mm 50meters Length | 10 | 65.00 | 650.00 |
| 25 | Box | Staple Wire #35 | 10 | 80.00 | 800.00 |
| 26 | Piece | Ink Black 003 (65ml), Epson L3210 | 30 | 400.00 | 12,000.00 |
| 27 | Piece | Ink Cyan 003 (65ml), Epson L3210 | 10 | 400.00 | 4,000.00 |
| 28 | Piece | Ink Magenta 003 (65ml), Epson L3210 | 10 | 400.00 | 4,000.00 |
| 29 | Piece | Ink Yellow 003 (65ml), Epson L3210 | 10 | 400.00 | 4,000.00 |
| 30 | Pack | Illustration Board size 1/8 12 pcs/pack | 5 | 180.00 | 900.00 |
| 31 | Pack | Illustration Board size 1/4 12 pcs/pack | 3 | 200.00 | 600.00 |
| 32 | Pcs | Glue Stick | 100 | 10.00 | 1,000.00 |
| 33 | box | Index Tab White 5 set per box | 12 | 120.00 | 1,440.00 |
| 34 | Pack | Vellum Paper A4 12pcs/pack | 10 | 40.00 | 400.00 |
| 35 | Piece | Tape Dispenser | 15 | 150.00 | 2,250.00 |
| 36 | Piece | Paper Puncher 2 hole | 5 | 250.00 | 1,250.00 |
| 37 | Piece | Heavy Duty Sharpener | 5 | 300.00 | 1,500.00 |
| 38 | Piece | Paper Cutter size long | 5 | 1,200.00 | 6,000.00 |
| 39 | Piece | Correction Tape | 10 | 30.00 | 300.00 |
| 40 | Piece | Sticky Note with sign here | 10 | 40.00 | 400.00 |
| 41 | Pack | Folder, expanded, long (Yellow) 100pcs/pack | 1 | 925.00 | 925.00 |
| 42 | Piece | Cork Board 40cm x 60 cm | 4 | 400.00 | 1,600.00 |
| 43 | Piece | Scissor Big | 5 | 100.00 | 500.00 |
| ***NOTHING FOLLOWS*** | | | | | |
| Note: This will also serves as the Notice to Proceed | | | | | |
| Approved Budget for the Contract: Php99,976.00 | | | | | |
| PR No.: 2024-01-0040 | | | | | |
| Purpose: Purchase of Office Supplies for the MIMAROPA Youth Center MYC for CY 2025 | | | | | |
| Prepared by: Mark Anthony Diones. | | | | | |
| 99,976.00 | | | | | |

(Total Amount in Words) **Ninety-Nine Thousand Nine Hundred Seventy-Six Pesos Only** **99,976.00**

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: Emelouenia EHY M. CLAVERIA
 Signature over Printed Name of Supplier
 Date: February 12 - 2025

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

Fund Cluster: 101
 Funds Available: 99,976.00
 Signature over Printed Name of Accountant III - Head, Accounting Section: REYNOLD WILBERT L. TONGDO

ORS/BURS No.: 2025-02-0246
 Date of the ORS/BURS: 2-11-2025
 Amount: 99,976.00

NOTICE OF AWARD

DATE: 03 FEB 2025

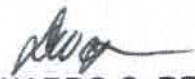
Ms. Emy M. Claveria
Authorized Representative
SWEET REINE OFFICE AND SCHOOL SUPPLIES
Brgy. Irawan Puerto Princesa City

Dear **Ms. Claveria**:

We are pleased to inform you that the RFQ No. 2025-01-0040 for the "Purchase of Office Supplies for the MIMAROPA Youth Center MYC for CY 2025" is hereby awarded to you as the Bidder with the Lowest Calculated & Responsive Quotation at a Contract Price equivalent to **Ninety-Nine Thousand Nine Hundred Seventy-Six Pesos Only (Php99,976.00).**

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:

Emy M. Claveria
EMY M. CLAVERIA
(Signature over Printed Name of Bidder's Authorized Representative)

SWEET REINE OFFICE AND SCHOOL SUPPLIES

Date: February 13, 2025



PhilGEPS
Philippine Government Electronic Procurement System

Central Portal for
Philippine Government
Procurement Opportunities

Award Notice Abstract (Ref No.: 5405706)

Status: Updated

| <p>Reference Number: 11665090</p> <p>Control Number: 2025-01-0040</p> <p>Bid Notice Title: 2025-01-0040 - Purchase and delivery of office supplies for MIMAROPA Youth Center for CY 2025</p> <p>Approved Budget: Php99,976.00</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: Oriental Mindoro</p> <p>Delivery Period: 15 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 style="text-align: center;">Office supplies for MIMAROPA Youth Center for CY 2</p> <p>Awardee : SWEET REINE OFFICE AND SCHOOL SUPPLIES Address : Poblacion Bansud Oriental Mindoro, Region IV-B, Philippines</p> <p>Contact Person : JANE FERRANCO FAMINIALAGAO Designation : PROPRIETOR</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 5%;">#</th> <th style="width: 70%;">Product/Service/Project Name</th> <th style="width: 25%;">Budget</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Office supplies for MIMAROPA Youth Center for CY 2, see the attached file, 44120000, 1, Lot</td> <td style="text-align: right;">Php99,976.00</td> </tr> </tbody> </table> <p>Reason for Award : Lowest calculated and responsive quotation.</p> | # | Product/Service/Project Name | Budget | 1 | Office supplies for MIMAROPA Youth Center for CY 2, see the attached file, 44120000, 1, Lot | Php99,976.00 | <p>Award Type: Award Notice</p> <p>Contract Amount: Php99,976.00</p> <p>Award Date: 03-Feb-2025</p> <p>Publish Date: 05-Mar-2025</p> <p>Date Last Updated: 05-Mar-2025</p> <p>Contract Number: 2025-02-0028</p> <p>Proceed Date: 13-Feb-2025</p> <p>Contract Effectivity Date: 13-Feb-2025</p> <p>Contract End Date: 28-Feb-2025</p> <p>Created By: Harvy B. Calabio</p> <p>Date Created: 05-Mar-2025</p> <p>Approver: Harvy B. Calabio</p> <p>View Documents: 4</p> |
|--|---|--------------|------------------------------|--------|---|---|--------------|---|
| # | Product/Service/Project Name | Budget | | | | | | |
| 1 | Office supplies for MIMAROPA Youth Center for CY 2, see the attached file, 44120000, 1, Lot | Php99,976.00 | | | | | | |