



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

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

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

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

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.					
<b>99,976.00</b>					

(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

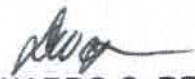
**Ms. Emy M. Claveria**  
Authorized Representative  
SWEET REINE OFFICE AND SCHOOL SUPPLIES  
Brgy. Irawan Puerto Princesa City

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