

**PURCHASE ORDER  
PHILIPPINE CAPABAO CENTER**

Tel. No.: 044-456-0733 to 33      Fax No.: 044-456-0730      Email: [procurement\\_jcc@gmail.com](mailto:procurement_jcc@gmail.com)  
 Supplier: **MZONE TRAINING SERVICES**  
 Address: 8442 1st Macoropa St. Tejaron Makas City  
 Email Address: [mzonetrainingph@gmail.com](mailto:mzonetrainingph@gmail.com)  
 Telephone No. 0908-211-7216  
 TIN: 425-570-550-000  
 Website: [www.mzone.com.ph](http://www.mzone.com.ph)  
 P.O. No: **2019-05-0240**  
 Date: **May 29, 2019**  
 Mode of Procurement: **Small Value Procurement**

Contract No.: \_\_\_\_\_  
 Please furnish this Office the following articles subject to the terms and conditions contained therein:  
 Place of Delivery: **PCC National Headquarters & Base East, Science City of Muñoz, N.E.**  
 Date of Delivery: \_\_\_\_\_  
 Delivery Terms: **May 30-31, 2019**  
 Payment Terms: **15 days upon full delivery**

| Stock No. | Unit | Description  | Quantity | Unit Cost      | Amount         |
|-----------|------|--|----------|----------------|----------------|
| 1         | lot  | Facilitator for the conduct of 2019 PCC-060 individual & Collectivist Employee Engagement Activity & Supply & Delivery of Personalized T-shirts (130 pcs) Inclusive dates: May 30-31, 2019<br>Please see attached FOR for reference<br><br>*** Nothing Follows *** | 1        | PHP 100,000.00 | PHP 100,000.00 |

NOTE: Please notify Property Section regarding the schedule of activity via receipt delivery from 8:00am to 5pm (except holidays) 2019-05-06& 07& 08  
 P.R. No: 2019-225  
 MUCDEPS: 0197789  
 SAC: *[Signature]*  
 Fund: Regular Agency - O&A - HRMS

**RECEIVED  
PCC Procurement  
JUN 14 2019**

**RECEIVED  
JUN 14 2019**

(Total Amount in Words) **ONE HUNDRED THOUSAND PESOS ONLY**      PHP 100,000.00

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one (1) percent for every day of delay shall be imposed.

Confirm: *[Signature]*      Very Truly Yours,      *[Signature]*  
**MENICA-SHERA S. LOBUNSA**      **APRIL N. DE GUERRA**  
 Signature over Printed Name of Supplier      Authorized Official

May 30, 2019  
 Date

Funds Available: **CHERRY POND RIVERA**      OMS/BURS No. **130-1418-01-1819**  
 Account: **Accountant**      Amount: **1,000,000.00**

Form No. PCC-PROJ-02      Revision No. 02      Office of the Auditor

**RECEIVED**

**JUN 18 2019**

BY: *[Signature]*



MAY 17 2019

NOTICE OF AWARD

MONICA SAGAD-MOLMISA  
 MZONE TRAINING SERVICES  
 84421C Montojo St. Tejeros  
 Makati City  
 Cell no. 0906-211-7256

Dear Ms. Monica,

Please be informed that based on the result of our evaluation of your offer to undertake the **FACILITATOR FOR THE CONDUCT OF 2019 PCC-OED INDIVIDUAL & COLLECTIVE EMPLOYEE ENGAGEMENT ACTIVITY & SUPPLY AND DELIVERY OF PERSONALIZED T-SHIRTS** with a Total Contract Price amounting to **ONE HUNDRED THOUSAND PESOS (P 100,000.00)** and as per delivery schedule indicated in your quotation, we are happy to notify you that your offer is acceptable to us and hereby awarded you the project.

| Item No. | QTY | Unit | Item Description  | Unit Cost    | Total Cost          | End user |
|----------|-----|------|---|--------------|---------------------|----------|
| 1        | 1   | lot  | Facilitator for the conduct of 2019 PCC-OED Individual & Collective Employee Engagement Activity & Supply & Delivery of Personalized T-shirts (130 pcs)<br>inclusive dates: May 30-31, 2019<br><i>Please see attached TOR for reference</i> | P 100,000.00 | P 100,000.00        | HRMS     |
|          |     |      | <b>TOTAL</b>  |              | <b>P 100,000.00</b> |          |

In view thereof, kindly signify your conforme by affixing your signature on the space provided below.  
 Very truly yours,

*[Signature]*  
**ANNIE N. DEL BARRIO**  
 Executive Director

Conforme:  
*[Signature]*  
 (Bidder/Authorized Representative)  
 Date: May 30, 2019



MAY 28 2019

NOTICE TO PROCEED

MONICA SAGAD-MOLMISA  
MZONE TRAINING SERVICES  
#4421c Montojo St. Tejeros  
Makati City  
Cell no. 0906-211-7256

Dear Ms. Monica,

The attached Contract Agreement/ Purchase Order having been approved, notice is hereby given to MZONE TRAINING SERVICES that work may commence to be completed within the arranged schedule for the FACILITATOR FOR THE CONDUCT OF 2019 FCC-OD INDIVIDUAL & COLLECTIVE EMPLOYEE ENGAGEMENT ACTIVITY & SUPPLY AND DELIVERY OF PERSONALIZED T-SHIRTS effective upon acknowledgement of this notice, subject to such additional time for the completion of the work as may be allowed by the Agency.


Upon receipt of this notice, you are responsible for performing the services under the terms and conditions of the Agreement and in accordance with the implementation schedule.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below, keep one copy and return the other to the Philippine Carabao Center.

Very truly yours,

  
ARNEL D. BARRIO  
Executive Director

Acknowledged:

  
MONICA SAGAD-MOLMISA  
MZONE TRAINING SERVICES  
Date: May 30, 2019



**RECOMMENDING AWARD OF CONTRACT FOR THE FACILITATOR FOR THE 2019 PCC-OED INDIVIDUAL AND COLLECTIVE EMPLOYEE ENGAGEMENT ACTIVITY AND SUPPLY AND DELIVERY OF PERSONALIZED T-SHIRTS (130 PIECES)**

**WHEREAS**, on 16 May 2019, Executive Director ARNEL N. DEL BARRIO, as Head of Procuring Entity (HOPE), approved the Supplemental Annual Procurement Plan (APP) FY-2019 of the agency upon favorable recommendation of the Bids and Awards Committee (BAC);

**WHEREAS**, included in the APP is the **FACILITATOR FOR THE 2019 PCC-OED INDIVIDUAL AND COLLECTIVE EMPLOYEE ENGAGEMENT ACTIVITY AND SUPPLY AND DELIVERY OF PERSONALIZED T-SHIRTS (130 PIECES)** to be undertaken through Section 53.9 (Small Value Procurement) of the Revised Implementing Rules and Regulations of Republic Act No. 9184 under the GAA Fund;

**WHEREAS**, the **FACILITATOR FOR THE 2019 PCC-OED INDIVIDUAL AND COLLECTIVE EMPLOYEE ENGAGEMENT ACTIVITY AND SUPPLY AND DELIVERY OF PERSONALIZED T-SHIRTS (130 PIECES)** has the following Approved Budget for the Contract (ABC) as follows:

| Item No. | Item Description  | ABC per Line Item/Lot (P) |
|----------|---|---------------------------|
| 1        | FACILITATOR FOR THE 2019 PCC-OED INDIVIDUAL AND COLLECTIVE EMPLOYEE ENGAGEMENT ACTIVITY (May 30-31, 2019) AND SUPPLY AND DELIVERY OF PERSONALIZED T-SHIRTS (130 PIECES) | P 100,000.00              |

**WHEREAS**, on 18 May 2019, the BAC thru its Secretariat/Procurement Office, initiated the procurement activity by sending/posting Request for Quotation (RFQs) to PhilGEPS/various suppliers;

**WHEREAS**, only **MZONE TRAINING SERVICES** has submitted their respective quotation/proposal before the deadline of submission;

**WHEREAS**, various suppliers were also requested to submit their respective quotations (see attached);

**WHEREAS**, the Technical Working Group (TWG) determined that based on the financial proposal submitted by the sole supplier, **MZONE TRAINING SERVICES** has submitted the single calculated quotation for the project;

**WHEREAS**, as per Annex "H" CONSOLIDATED GUIDELINES FOR ALTERNATIVE METHODS OF PROCUREMENT, Small Value Procurement Procedure (ii) states that:

"The BAC shall prepare and send the RFQs to at least three (3) suppliers, contractors or consultants of known qualifications. This notwithstanding, those who respond through any of the required postings shall be allowed to participate. "Receipt of at least one (1) quotation is sufficient to proceed with the evaluation thereof".

**WHEREAS**, upon review and evaluation of the compliance with the technical requirements of the procurement at hand, the TWG recommended to declare **MZONE TRAINING SERVICES** as the single calculated and responsive quotation;

*APN*

*for - [Signature]*

WHEREAS, the report containing the results of the TWG evaluation is attached hereto as Annex "A", and made an integral part hereof;

NOW, THEREFORE, WE, the Members of the BIDS AND AWARDS COMMITTEE after duly considering the recommendations of the TWG, hereby resolve to recommend to the Head of the Procuring Entity for his considerations and approval of the contract to MZONE TRAINING SERVICES for the FACILITATOR FOR THE 2019 PCC-OED INDIVIDUAL AND COLLECTIVE EMPLOYEE ENGAGEMENT ACTIVITY (May 30-31, 2019) AND SUPPLY AND DELIVERY OF PERSONALIZED T-SHIRTS (130 PIECES) in the amount of One Hundred Thousand Pesos (P 100,000.00).

This resolution shall take effect immediately.

APPROVED this 27th day of May, 2019 at Philippine Carabao Center, National Headquarters and Gene Pool, Science City of Munoz, Nueva Ecija.

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**BIDS AND AWARDS COMMITTEE**


  
ANNABELLE S. SARABIA  
Chairperson

ERIC P. PALACPAC  
Vice Chairperson

  
JEFFREY JEROME M. BALAOING  
Member

PEREGRINO G. DURAN  
Member

  
LERMAY C. OCMAMPO  
Member

Attested by:  
  
NOEMI V. BALAJIS  
Head, BAC Secretariat

Approved by:  
  
ARNEL N. DEL BARRIO  
Executive Director