

**PURCHASE ORDER  
PHILIPPINE CARABAO CENTER**

Tel. No. : 044-456-0731 to 32 Fax No. : 044-456-0730 Email : jonalyn@bit.pcc@gmail.com

Supplier: **OFFICE EDGE ENTERPRISE** P.O. No **2021-04-0283**  
 Address: Cabanatuan City, Nueva Ecija Date: April 27, 2021  
 Email Address: officeedgeph@gmail.com Mode of Procurement: CS Shopping (6) J  
 Telephone No. 456-2021

Gentlemen:

Please furnish this Office the following articles subject to the terms and conditions contained therein:

Place of Delivery: PCC National Headquarters & Gene Pool, Science City of Muñoz, N.E.

Delivery Terms: 7-8 weeks  
 Payment Terms: 15 days after full delivery

Stock No	Unit	Description	Quantity	Unit Cost	Amount
1	pc	BALLPEN with cap, Ultra Fine Needle tip size: 0.7mm, Black Mvgel	2	₱40.00	₱80.00
2	pc	BALLPEN with cap, Ultra Fine Needle tip size: 0.4mm, Black Mvgel	129	₱40.00	₱5,160.00
3	pc	BALLPEN with cap, Ultra Fine Needle tip size: 0.4mm, Blue Mvgel	109	₱40.00	₱4,360.00
4	pc	CLIPBOARD Size: 8.5" x 13"	40	₱58.00	₱2,320.00
5	roll	Duct Tape, Professional - Navy Blue	4	₱80.00	₱320.00
6	pc	File Storage Boxes, Legal (8.5x13")	50	₱120.00	₱6,000.00
7	ream	MULTI-PURPOSE PAPER, size: 8 1/2" x 11" (letter), Substance : 24/80gsm, Color: White, 500 Sheets/ream	4	₱200.00	₱800.00
8	ream	MULTI-PURPOSE PAPER, size: 8 1/2" x 13" (Legal), Substance : 21.6mm x 330mm (80gsm), Color: White, 500 Sheets/ream	10	₱235.00	₱2,350.00
9	pack	PHOTO PAPER, 230gsm, A4, High Glossy, 20's	34	₱95.00	₱3,230.00
10	bundle	RING BINDER, plastic, 20mm (3/4") (BLACK)	1	₱280.00	₱280.00
11	bundle	RING BINDER, plastic, 28mm (1 1/8") (BLACK)	1	₱480.00	₱480.00
12	pack	SPECIALTY PAPER, Color: White, 8.5x13 (Long), 10's per pack	15	₱40.00	₱600.00
13	pack	STICKER PAPER, Glossy, A4, White, 10's	88	₱40.00	₱3,520.00
14	pack	STICKER PAPER, Matte, A4, White, 10's	91	₱40.00	₱3,640.00
15	roll	Duct Tape Gray 2in x 3 yards	2	₱80.00	₱160.00
16	pc	SIGN PEN, black Brand: Pilot	18	₱60.00	₱1,080.00

**\*\* Nothing follows \*\***

**PHILIPPINE CARABAO CENTER**  
 Office of the Auditor

**RECEIVED**  
 DATE: 7/9/2021  
 BY: [Signature]

PCCA Accounting Unit  
 MAY 27 2021  
 RECEIVED

NOTE:

P.R. No PHIGEPS 7627741  
 SAC Reso 2021-294  
 Fund Cluster Regular Agency - GAA (Various)

(Total Amount in Words) **THIRTY-FOUR THOUSAND THREE HUNDRED EIGHTY PESOS ONLY** PHP 34,300.00

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 (or 1%) of delay shall be imposed.

Conformed: **MARIE RAMOS**  
**OFFICE EDGE ENTERPRISE**

Signature over Printed Name of Supplier

7/5/2021  
 Date

Very Truly yours,

[Signature]  
**RONNIK D. DOMINGO**  
 Authorized Official

Funds Available:

CHERRY PEARL C. RIVERA / JESSEY LAURENCE E. ANTONIN  
 Accrualment

ORS/BURS No.  
 Amount

2-701-05-0920  
 PIP 34,492.00

Form No: PCC-PROF-02

Revision No: 02

Effectivity Date: January 1, 2019



Department of Agriculture  
**PHILIPPINE CARABAO CENTER**  
 CORTINAS, 800 11RD. 80011 (DANABA, ILAGAN)

**NOTICE OF AWARD**

APR 26 2021

**MS. MARIEL RAMOS**  
 OFFICE EDGE ENTERPRISE  
 Cabanatuan City, Nueva Ecija

Dear Ms. Ramos,

Please be informed that based on the result of our evaluation of your offer to undertake the **SUPPLY AND DELIVERY OF OFFICE SUPPLIES** with a Total Contract Price amounting **THIRTY-FOUR THOUSAND THREE HUNDRED EIGHTY PESOS ONLY (P 34,380.00)** 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
5	2	pc	BALLPEN with cap, Ultra Fine Needle tip size: 0.7mm, Black Mygel	P 96.00	P 192.00	COA ✓
6	129	pc	BALLPEN with cap, Ultra Fine Needle tip size: 0.4mm, Black Mygel	40.00	5,160.00	PROC-96, BUD-6, CASH-2, GSS-15, LECS-10 ✓
7	109	pc	BALLPEN with cap, Ultra Fine Needle tip size: 0.4mm, Blue Mygel	40.00	4,360.00	BUD-6, HRMS-7, PROC-96 ✓
11	40	pc	CLIPBOARD Size: 8.5" x 13"	58.00	2320.00	MSAO ✓
13	4	roll	Duct Tape, Professional - Navy Blue	80.00	320.00	COA
14	50	pc	File Storage Boxes, Legal (8.5x13")	120.00	6,000.00	REC ✓
23	4	pc	MULTI-PURPOSE PAPER, size: 8 1/2" x 11" (Letter), Substance : 24/80gsm, Color: White, 500 Sheets/ream	200.00	800.00	ICTS
24	10	ream	MULTI-PURPOSE PAPER, size: 8 1/2" x 13" (Legal), Substance : 216mm x 330mm (80gsm), Color: White, 500 Sheets/ream	235.00	2,350.00	COA
29	34	pack	PHOTO PAPER, 230gsm, A4, High Glossy, 20's	95.00	3,230.00	HRMS-7, ✓ MSAO-1, OED-1, GSS-5, ACS-10, LECS-10

*RAM*



*"A food-secure Philippines with prosperous farmers and fisherfolk"*

*MS*  
**MARIEL RAMOS**  
 OFFICE EDGE  
 ENTERPRISE  
*MSM*




Department of Agriculture  
**PHILIPPINE CARABAO CENTER**  
CENTRAL (RD 30001) (RD 4002) (DORNAS 3000)

30	1	bundle	RING BINDER, plastic, 20mm (3/4") (BLACK)	280.00	280.00	BUD ✓
31	1	bundle	RING BINDER, plastic, 28mm (1 1/8") (BLACK)	480.00	480.00	BUD
33	15	pack	SPECIALTY PAPER, Color: White, 8.5x13 (Long), 10's per pack	40.00	600.00	MSAO
34	88	pack	STICKER PAPER, Glossy, A4, White, 10's	40.00	3,520.00	HRMS-10, MSAO-1, OED-2, GSS-5, ACS-50, LECS-5, COA-15 ✓
37	91	pack	STICKER PAPER, Matte, A4, White, 10's	40.00	3,640.00	HRMS-10, MSAO-1, PIMD-20, GSS-5, ACS-50, LECS-5 ✓
40	2	roll	Duct Tape Gray 2in x 3 yards	80.00	160.00	MLO
42	18	pc	SIGN PEN, black Brand: Pilot	60.00	1,080.00	MLO
			<b>TOTAL</b>		<b>P 34,380.00</b>	

In view thereof, kindly signify your conformance by affixing your signature on the space provided below.

Very truly yours,

  
**RONNIE D. DOMINGO**  
OIC, Executive Director

  
Corbin RAMDOS  
OFFICE EDGE  
ENTERPRISE  
(Bidder/Authorized Representative)

Date: 7/5/24



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**NOTICE TO PROCEED**

APR 27 2021

**MS. MARIEL RAMOS**  
OFFICE EDGE ENTERPRISE  
Cabanatuan City, Nueva Ecija

Dear Ms. Ramos,

The attached Contract Agreement/ Purchase Order having been approved, notice is hereby given to **OFFICE EDGE ENTERPRISE** that work may commence to be completed within the arranged schedule for the **SUPPLY AND DELIVERY OF OFFICE SUPPLIES** 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.

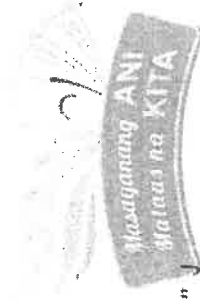
Very truly yours,

  
**RONNIE D. DOMINGO**  
OIC, Executive Director

Acknowledged:

  
**MARIEL RAMOS**  
OFFICE EDGE ENTERPRISE

Date: 4/27/21



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**RECOMMENDING AWARD OF CONTRACT FOR THE SUPPLY AND DELIVERY OF OFFICE SUPPLIES**

**WHEREAS**, on 8 January 2021, OIC Executive Director CLARO N. MINGALA, as Head of Procuring Entity (HOPE), approved the Annual Procurement Plan (APP) of the agency upon favorable recommendation of the Bids and Awards Committee (BAC).

**WHEREAS**, included in the APP is the **SUPPLY AND DELIVERY OF OFFICE SUPPLIES** to be undertaken through Section 52.1(b) (Shopping) of the Revised Implementing Rules and Regulations of Republic Act No. 9184 under the GAA Fund;

**WHEREAS**, the **SUPPLY AND DELIVERY OF OFFICE SUPPLIES** has the following Approved Budget for the Contract (ABC) as follows:

Item No.	Item Description	ABC per Line Item/Lot (P)
1	SUPPLY AND DELIVERY OF OFFICE SUPPLIES (as per attached list)	P 226,178.93

**WHEREAS**, on 20 April 2021, the BAC thru its Secretariat/Procurement Office, initiated the procurement activity by sending/posting Request for Quotation (RFQs) to PhilGEPS/various suppliers;

**WHEREAS**, the following suppliers have submitted their respective quotations, viz:

1. Tallara's School and Office Supplies
2. Office Edge Enterprise
3. AFC General Merchandise & Consumer Goods Trading


**WHEREAS**, the Technical Working Group (TWG) determined that based on the financial proposal submitted by the various suppliers, the following list of suppliers has submitted the lowest calculated quotation as follows:

1. Tallara's School and Office Supplies (item nos. 2-4,8,15,17,22,28,41 and 43)
2. Office Edge Enterprise (item nos. 5-7,11,13,14,23,24,29-31,33,34,37,40 and 42)
3. AFC General Merchandise & Consumer Goods Trading (item nos. 1,9,10,12,16,18-21,27,32,35,36,38,39 and 44)

**WHEREAS**, upon review and evaluation of the compliance with the technical requirements of the end-user/project, the TWG recommended to declare the following list of suppliers as the lowest calculated and responsive quotation as follows:

1. Tallara's School and Office Supplies (item nos. 2-4,8,15,17,22,28,41 and 43)
2. Office Edge Enterprise (item nos. 5-7,11,13,14,23,24,29-31,33,34,37,40 and 42)
3. AFC General Merchandise & Consumer Goods Trading (item nos. 1,9,10,12,16,18-21,27,32,35,36,38,39 and 44)

**WHEREAS**, the report containing the results of the TWG evaluation is attached hereto and made an integral part hereof.

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**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 the awards of the contract to the following suppliers:


	Supplier	Line Item Nos. (as per attached list of ICT supplies)	Amount
1	AFC General Merchandise & Consumer Goods Trading	item nos. 1,9,10,12,16,18-21,27,32,35,36,38,39 and 44	One Hundred Fifty-One Thousand Six Hundred Thirty-Seven Pesos & 25/100 (P 151,637.25)
2	Tallara's School and Office Supplies	item nos. 2-4,8,15,17,22,28,41 and 43	Thirteen Thousand Five Hundred Sixteen Pesos (P 13,516.00)
3	Office Edge Enterprise	item nos. 5-7,11,13,14,23,24,29-31,33,34,37,40 and 42	Thirty-Four Thousand Three Hundred Eighty Pesos (P 34,380.00)

This resolution shall take effect immediately.


**APPROVED** this 26th day of April, 2021 at Philippine Carabao Center, National Headquarters and Gene Pool, Science City of Munoz, Nueva Ecija.

**BIDS AND AWARDS COMMITTEE**


**LERMA C. OCAMPO**  
Vice Chairperson

  
**JEFFREY JEROME M. BALAOING**  
Member

  
**ERIC PAL**  
Chairperson

  
**AIMEE T. FULGENCIO**  
Member

  
**ESTER B. FLORES**  
Member

Attested by:  
  
**NOEMI V. BALAIS**  
Head, BAC Secretariat

Approved by:  
  
**RONNIE D. DOMINGO**  
OIC, Executive Director