

**PURCHASE ORDER**

**PHILIPPINE CARABAO CENTER**

Tel. No. : 044-456-0731 to 32

Fax No. : 044-456-0730

Email : mjsarmiento.pcc@gmail.com

Supplier **PRO PEN OFFICE SUPPLIES AND EQUIPMENT TRADING**

Address Peñabatan, Pulilan, Bulacan

Email Address

Telephone No. 0968-856-7953

TIN

P.O. No **2021-08-0532**

Date August 4, 2021

Mode of Procurement

Small Value Procurement

Gentlemen:

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

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

Stock No	Unit	Description	Quantity	Unit Cost	Amount
1	pc	Push Cart, Heavy Duty Specifications: • Load Capacity: cart can hold up to 500kg/1102.31 lbs or gre. • 4 polyurethane heavy duty swivel wheels (durable and long • Open dimension: 119x75.5x101 cm • Folded dimension: 119x75.5x35 cm • Wheels diameter: 20 cm • Weight: 35kgs  Offer: OEM-UL-HT500 U-LIFT	1	₱14,420.00	₱14,420.00

Delivery Terms: 30 DAYS  
 Payment Terms: 15 days after full delivery

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

**NOTE:**

Please notify Property Section regarding the schedule of delivery.  
 We accept delivery from Mon-Fri 8am to 5pm (Except holidays)  
 2021-07-382 MK

P.R. No PhilGEPS N/A  
 BAC Reso 2021-526  
 Fund Cluster Regular Agency - Revolving Fund - MK

(Total Amount in Words) **FOURTEEN THOUSAND FOUR HUNDRED TWENTY PESOS**

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.

Conforme:

Lariz Reyes *[Signature]*

Signature over Printed Name of Supplier

09/10/2021

Date

PHILIPPINE CARABAO CENTER  
 PROCUREMENT SECTION

**RECEIVED**  
 NOV 5 2021

BY: *[Signature]*  
 RONNINE D. DOMINGO  
 Authorized Official

Funds Available:

BY: *[Signature]*  
 CHERRY PEARL RIVERA / JEFFREY LAURENCE E. ANTOLIN  
 Accountant

BY: *[Signature]*  
 OLS/BURS No. 02-2021-08-418-RT-010  
 Amount ₱14,420.00

Form No: PCC-PROF-02

Revision No: 02

Effectivity Date: January 1, 2019

PHILIPPINE CARABAO CENTER  
 PROCUREMENT SECTION  
**RECEIVED**  
 AUG 25 2021

PHILIPPINE CARABAO CENTER  
 Office of The AUDITOR  
**RECEIVED**  
 BY: *[Signature]*  
 DATE: 11/05/21

PCC Accounting Unit  
**RECEIVED**  
 AUG 25 2021



Department of Agriculture  
**PHILIPPINE CARABAO CENTER**  
CERTIFIED ISO 9001:2008 | ISO 14001:2004

**NOTICE OF AWARD**

**LARIZA REYES**  
 PRO PEN OFFICE SUPPLIES AND EQUIPMENT TRADING  
 Peñabatan, Pulilan, Bulacan

Dear Ms. Reyes,

Please be informed that based on the result of our evaluation of your offer to undertake the **SUPPLY & DELIVERY OF HEAVY DUTY PUSH CART FOR MILKA KREM** with a Total Contract Price amounting to **FOURTEEN THOUSAND FOUR HUNDRED TWENTY PESOS (P 14,420.00)** 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
1	1	pc	<b>Push Cart, Heavy Duty</b> Specifications: <ul style="list-style-type: none"> <li>• Load Capacity: cart can hold up to 500kg/1102.31 lbs or greater</li> <li>• 4 polyurethane heavy duty swivel wheels (durable and long lasting)</li> <li>• Open dimension: 119x75.5x101 cm</li> <li>• Folded dimension: 119x75.5x35 cm</li> <li>• Wheels diameter: 20 cm</li> <li>• Weight: 35kgs</li> </ul> Offer: OEM-UL-HT500 U-LIFT	PHP 14,420.00	PHP 14,420.00
<b>TOTAL</b>					<b>PHP 14,420.00</b>

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

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

Conforme:   
 Lariz Reyes

(Bidder/Authorized Representative)

Date: 09/10/2021



Department of Agriculture  
**PHILIPPINE CARABAO CENTER**  
CERTIFIED ISO9001 | ISO 14001 | OHSAS 18001

**NOTICE TO PROCEED**

**LARIZZA REYES**  
PRO PEN OFFICE SUPPLIES AND EQUIPMENT TRADING  
Pefabatan, Pulilan, Bulacan


Dear **Ms. Reyes**,

The attached Contract Agreement/ Purchase Order having been approved, notice is hereby given to PRO PEN OFFICE SUPPLIES AND EQUIPMENT TRADING that work may commence to be completed within the arranged schedule for the **SUPPLY & DELIVERY OF HEAVY DUTY PUSH CART FOR MILKA KREM** 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:

  
**LARIZZA REYES**  
PRO PEN OFFICE SUPPLIES AND EQUIPMENT TRADING  
Date: 09/10/2021



**RECOMMENDING AWARD OF CONTRACT FOR THE SUPPLY AND DELIVERY OF HEAVY DUTY PUSH CART (1 UNIT)**

**WHEREAS**, on 19 January 2021, former OIC Executive Director CLARO N. MINGALA, as Head of Procuring Entity (HOPE), approved the Annual Procurement Plan (APP) of the MILKA KREM upon favorable recommendation of the Bids and Awards Committee (BAC).

**WHEREAS**, included in the APP is the **SUPPLY AND DELIVERY OF HEAVY DUTY PUSH CART (1 UNIT)** to be undertaken through Section 53.9 (Small Value Procurement) of the Revised Implementing Rules and Regulations of Republic Act No. 9184 under the Revolving Fund;

**WHEREAS**, the **SUPPLY AND DELIVERY OF HEAVY DUTY PUSH CART (1 UNIT)** 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 HEAVY DUTY PUSH CART (1 UNIT)	P 18,000.00

**WHEREAS**, on 23 July 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. Pro Pen Office Supplies and Equipment Trading
2. AC Victory Non-Specialized Wholesale Trading

**WHEREAS**, upon careful review and evaluation of the Technical Working Group (TWG) on the legal and technical requirements submitted by the prospective suppliers, the TWG determined that **PRO PEN OFFICE SUPPLIES AND EQUIPMENT TRADING** complied with the eligibility requirement as per attached document/s;

**WHEREAS**, the TWG determined that among the financial proposals submitted by the suppliers, **PRO PEN OFFICE SUPPLIES AND EQUIPMENT TRADING** has submitted the lowest calculated quotation for the **SUPPLY AND DELIVERY OF HEAVY DUTY PUSH CART (1 UNIT)**;

**WHEREAS**, upon review and evaluation of the compliance with the technical requirements of the procurement at hand, the TWG recommended to declare **PRO PEN OFFICE SUPPLIES AND EQUIPMENT TRADING** as the lowest calculated and responsive quotation for the said supplies/services;

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

*[Signature]*  
**A food-secure Philippines**  
*with prosperous farmers and fisherfolk*



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 **PRO PEN OFFICE SUPPLIES AND EQUIPMENT TRADING** for the **SUPPLY AND DELIVERY OF HEAVY DUTY PUSH CART (1 UNIT)** in the amount of **Fourteen Thousand Four Hundred Twenty Pesos (P 14,420.00)**.

This resolution shall take effect immediately.

**APPROVED** this 4th day of August, 2021 at Philippine Carabao Center, National Headquarters and Gene Pool, Science City of Munoz, Nueva Ecija.


**BIDS AND AWARDS COMMITTEE**

  
**ERIC P. PALACPAC**  
Chairperson

  
**LERMAC. OCAMPO**  
Vice Chairperson

  
**JEFFREY JEROME M. BALAOING**  
Member

  
**AIMEE T. FULGENCIO**  
Member

  
**ESTER B. FLORES**  
Member

Attested by:

  
**NOEMI V. BALAIS**  
Head, BAC Secretariat

Approved by:

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