

**PURCHASE ORDER**  
**PHILIPPINE CARABAO CENTER**

Tel. No.: 044-456 0731 to 37 Fax No.: 044-456 073D Email: [mycarabaoecc@gmail.com](mailto:mycarabaoecc@gmail.com)  
 Supplier: **OFFICE EDGE ENTERPRISE** P.O. No: **2021-09-0634**  
 Address: VMS Building H, Concepcion, Cabaatuan, Nueva Ecija Date: **September 10, 2021**  
 Email Address: [officeedgepr@gmail.com](mailto:officeedgepr@gmail.com) Mode of Procurement:  
 Telephone No.: Small Value Procurement  
 TIN:

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

Stock No	Unit	Description	Quantity	Unit Cost	Amount
1	PCS	HP Laserjet Black W2310A	5	₱3,550.00	₱17,750.00
2	PCS	HP Laserjet Black W2311A	2	₱3,550.00	₱7,100.00
3	PCS	HP Laserjet Black W2312A	2	₱3,550.00	₱7,100.00
4	PCS	HP Laserjet Black W2313A	2	₱3,550.00	₱7,100.00

\*\* Nothing follows \*\*

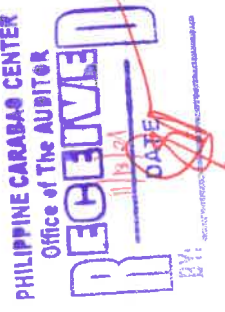
PHILIPPINE CARABAO CENTER  
 ACCOUNTING SECTION  
 OCT 07 2021 3 PM

NOTE: Please notify Property Section regarding the schedule of delivery. We accept delivery from Mon-Fri 8am to 5pm (Except holidays)  
 P.R. No: 2021-08-449-GDP  
 PHIGEPS: N/A  
 BAC Resp: 2021-650  
 Fund Cluster: Regular Agency - PCARRD-PC-C - Genetic Diagnostics Project  
 (Total Amount in Words): **THIRTY-NINE THOUSAND FIFTY PESOS ONLY** **PHP 39,050.00**

of one (1) percent for the amount of the proposed  
**MARTIN RAMOS**  
 Conforms **OFFICE EDGE ENTERPRISE**  
 Signature over Printed Name of Supplier  
 Date: **11/16/21**  
 Very Truly yours,  
**RONALD D. DOMINIGO**  
 Authorized Official

Funds Available: **13** ORS/BURS No. **01-011-6-029-0109**  
**CHERRY PEARL C. RIVERA / JEFFREY LAURENCE E. ANTONIO** Amount **PHP 39,050.00**  
 Accountant *(Signature)*

Form No. PCC-PROF-02 Revision No: 02 Effectivity Date: January 1, 2019





**NOTICE OF AWARD**

**SEP 09 2021**

**MS. MARIEL RAMOS**  
OFFICE EDGE ENTERPRISE  
VMS Building H, Concepcion  
Cabanatuan, Nueva Ecija

Dear Ms. Ramos:

Please be informed that based on the result of our evaluation of your offer to undertake the **SUPPLY & DELIVERY OF OFFICE CONSUMABLES FOR GENETIC DEFECTS PROJECT** with a Total Contract Price amounting to **THIRTY-NINE THOUSAND FIFTY PESOS (PHP 39,050.00)** 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	5	pcs	HP Laserjet Black W2310A	PHP 3,550.00	PHP 17,750.00
2	2	pcs	HP Laserjet Black W2311A	3,550.00	7,100.00
3	2	pcs	HP Laserjet Black W2312A	3,550.00	7,100.00
4	2	pcs	HP Laserjet Black W2313A	3,550.00	7,100.00
<b>TOTAL</b>					<b>PHP 39,050.00</b>

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

Very truly yours,

**RONNIE D. DOMINGO**  
Executive Director

*(Signature)*  
**CONRADO DEL RAMOS**  
**OFFICE EDGE**  
(Bidder/Authorized Representative)  
Date: SEP 09 2021



NOTICE TO PROCEED

SEP 10 2021

MS. MARIEL RAMOS  
OFFICE EDGE ENTERPRISE  
VMS Building H. Concepcion  
Cabamatuan, 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 & DELIVERY OF OFFICE CONSUMABLES FOR GENETIC DEFECTS PROJECT 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  
Executive Director

Acknowledged:

  
MS. MARIEL RAMOS  
OFFICE EDGE ENTERPRISE  
Date: 11/15/2021



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

**WHEREAS**, on 15 April 2021, OIC Executive Director RONNIE D. DOMINGO, as Head of Procuring Entity (HOPE), approved the Annual Procurement Plan (APP) of the project (Genetics Defects) upon favorable recommendation of the Bids and Awards Committee (BAC).

**WHEREAS**, included in the APP is the **SUPPLY AND DELIVERY OF OFFICE CONSUMABLES** to be undertaken through Section 53.9 (Small Value Procurement) of the Revised Implementing Rules and Regulations of Republic Act No. 9184 under the PCAARRD-PCC Genetic Defects Fund;

**WHEREAS**, the **SUPPLY AND DELIVERY OF OFFICE CONSUMABLES** 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 CONSUMABLES (As per attached list)	P 49,500.00

**WHEREAS**, on 6 August 2021, the BAC thru its Secretariat/Procurement Office, initiated the procurement activity by sending/posting Request for Quotation (RFQs) to PhilGEPS/various suppliers;

**WHEREAS**, only **OFFICE EDGE ENTERPRISE** 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, **OFFICE EDGE ENTERPRISE** 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 **OFFICE EDGE ENTERPRISE** as the single calculated and responsive quotation;

**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/her consideration

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



*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

and approval of the contract to **OFFICE EDGE ENTERPRISE** for the **SUPPLY AND DELIVERY OF OFFICE CONSUMABLES**  
(As per attached list) in the amount of **Thirty-Nine Thousand Fifty Pesos (P 39,050.00)**.

This resolution shall take effect immediately.

**APPROVED** this 9th day of September, 2021 at Philippine Carabao Center, National Headquarters and Gene  
Pool, Science City of Munoz, Nueva Ecija.

**BIDS AND AWARDS COMMITTEE**

**LERMA Q. OCAMPO**  
Vice Chairperson

**JEFFREY ROMEO M. BALAOING**  
Member

**ERIC T. PALACAPAC**  
Chairperson

**AIMEE T. FULGENCIO**  
Member

**ESTER B. FLORES**  
Member

Attested by:

**JOSEMI V. BALANIS**  
Head, BAC Secretariat

Approved by:

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