

**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** P.O. No **2021-10-0714**  
 Address 12 Peñabatan, Pulilan, Bulacan Date October 15, 2021  
 Email Address propentradng@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 contained therein:

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

Place of Delivery  
 Date of Delivery

Delivery Terms: 30 days

Payment Terms: 15 days after full delivery

Stock No	Unit	Description	Quantity	Unit Cost	Amount
1	reams	MULTI-PURPOSE PAPER, size: 8 1/2" x 13" (Legal), Substance : 24/ 80gsm, Color: Ultra White, 500 Sheets/ream	13	₱244.75	₱3,181.75
2	packs	PHOTO PAPER, Inkjet Paper, Glossy, Single Side, 200G, A4, 10's/pack	5	₱110.00	₱550.00
3	books	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	6	₱92.00	₱552.00
4	pcs	TAPE DISPENSER, TABLE TOP	3	₱118.00	₱354.00
5	rolls	TAPE, TRANSPARENT, width: 24mm (±1mm)	20	₱15.00	₱300.00
6	rolls	TAPE, TRANSPARENT, width: 48mm (±1mm)	20	₱32.50	₱650.00
7	packs	TOILET TISSUE PAPER 2-plys sheets, 150 pulls, 12 rolls in a pack	10	₱175.00	₱1,750.00

\*\* Nothing follows \*\*

PHILIPPINE CARABAO CENTER  
PROCUREMENT SECTION  
**RECEIVED**  
NOV 15 2021

PHILIPPINE CARABAO CENTER  
Office of The AUDITOR  
**RECEIVED**  
DATE  
BY:

NOTE: Please notify Property Section regarding the schedule of delivery.

We accept delivery from Mon-Fri 8am to 5pm (Except holidays)

P.R. No 2021-09-522-IP

PHIGEPS N/A

BAC Reso 2021-732

Fund Cluster Regular Agency - DOST-PCAARRD - IP-TBM Project

(Total Amount in Words) **SEVEN THOUSAND THREE HUNDRED THIRTY-SEVEN THOUSAND PESOS & 75/100 ONLY** PHP 7,337.75

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.

Conforms:

*Larizza Reyes*  
Larizza Reyes

Very Truly yours,

*Ronnie D. Domingo*  
RONNIE D. DOMINGO

Authorized Official

Signature over Printed Name of Supplier

12/13/2021

Date

Funds Available:

CHERRY PEARL C. RIVERA / JEFFREY LAURENCE E. ANTOLIN  
Accountant

ORS/BURS No.  
Amount

*02-2021-11-032 IP-TBM Project*  
PHP 7,337.75

Form No: PCC-PROQF-02

Revision No: 02

Effectivity Date: January 1, 2019

PHILIPPINE CARABAO CENTER  
ACCOUNTING SECTION

NOV 17 2021

RECEIVED



Department of Agriculture  
**PHILIPPINE CARABAO CENTER**  
CERTIFIED ISO 9001 | ISO 14001 | OHSAS 18001

**NOTICE OF AWARD**

**OCT 14 2021**

**LARIZZA REYES**  
**PRO PEN OFFICE SUPPLIES AND EQUIPMENT TRADING**  
 12 Pefabatan, 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 COMMON OFFICE SUPPLIES FOR IP-TBM PROJECT** with a Total Contract Price amounting to **SEVEN THOUSAND THREE HUNDRED THIRTY-SEVEN THOUSAND PESOS & 75/100 (P 7,337.75)** 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	13	reams	MULTI-PURPOSE PAPER, size: 8 1/2" x 13" (Legal), Substance : 24/80gsm, Color: Ultra White, 500 Sheets/ream	PHP 244.75	PHP 3,181.75
10	5	packs	PHOTO PAPER, Inkjet Paper, Glossy, Single Side, 200G, A4, 10's/pack	110.00	550.00
20	6	books	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	92.00	552.00
23	3	pcs	TAPE DISPENSER, TABLE TOP	118.00	354.00
24	20	rolls	TAPE, TRANSPARENT, width: 24mm (±1mm)	15.00	300.00
25	20	rolls	TAPE, TRANSPARENT, width: 48mm (±1mm)	32.50	650.00
26	10	packs	TOILET TISSUE PAPER 2-plys sheets, 150 pulls, 12 rolls in a pack	175.00	1,750.00
			<b>TOTAL</b>		<b>PHP 7,337.75</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:   
**Larizza Reyes**  
 (Bidder/Authorized Representative)  
 Date: 12/13/2021



OCT 15 2021

NOTICE TO PROCEED

LARIZZA REYES  
PRO PEN OFFICE SUPPLIES AND EQUIPMENT TRADING  
12 Peñabatan, Pullian, Bulacan

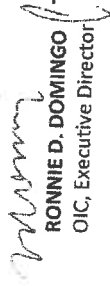
Dear Ms. Reyes,

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 COMMON OFFICE SUPPLIES FOR IP-TBM 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  
OIC, Executive Director

Acknowledged:

  
LARIZZA REYES  
PRO PEN OFFICE SUPPLIES AND EQUIPMENT TRADING  
Date: 12/13/2021



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

**WHEREAS**, on 14 June 2021, OIC Executive Director RONNIE D. DOMINGO, as Head of Procuring Entity (HOPE), approved the Annual Procurement Plan (APP) of the project (IP-TBM) upon favorable recommendation of the Bids and Awards Committee (BAC);

**WHEREAS**, included in the APP is the **SUPPLY AND DELIVERY OF COMMON 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 DOST-PCAARRD Fund;

**WHEREAS**, the **SUPPLY AND DELIVERY OF COMMON 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 COMMON OFFICE SUPPLIES (as per attached list)	P 27,038.23

**WHEREAS**, on 15 September 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
3. G&P 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. Pro Pen Office Supplies and Equipment Trading (item nos. 1,10,20,23-26)
2. AC Victory Non-specialized Wholesale Trading (item nos. 4-9, 12 and 19)
3. G&P Consumer Goods Trading (item nos. 2,3,11,13-18, 21 and 22)

**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. Pro Pen Office Supplies and Equipment Trading (item nos. 1,10,20,23-26)
2. AC Victory Non-specialized Wholesale Trading (item nos. 4-9, 12 and 19)
3. G&P Consumer Goods Trading (item nos. 2,3,11,13-18, 21 and 22)

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

*Jay*

*MAA*

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



*mm*

*fc*

**NOW, THEREFORE, WE** the Members of the **BIDS AND AWARDS COMMITTEE** after duly considering the recommendations of the TWC, 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)	Amount
1	Pro Pen Office Supplies and Equipment Trading	item nos. 1,10,20,23-26	Seven Thousand Three Hundred Thirty-Seven Pesos & 75/100 (P 7,337.75)
2	AC Victory Non-specialized Wholesale Trading	item nos. 4-9, 12 and 19	Six Thousand One Hundred Two Pesos (P 6,102.00)
3	G&P Consumer Goods Trading	item nos. 2,3,11,13-18, 21 and 22	Eleven Thousand Eight Hundred Eighty-Eight Pesos & 19/100 (P 11,888.19)

This resolution shall take effect immediately.

**APPROVED** this 14th day of October, 2021 at Philippine Carabao Center, National Headquarters and Gene Pool, Science City of Muñoz, Nueva Ecija.

**BIDS AND AWARDS COMMITTEE**

  
ERIC P. ALCARAZ  
Chairperson

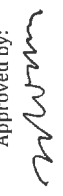
  
**LERNA C. CAMPO**  
Vice Chairperson

  
**JEFFREY JEROME M. BALAOING**  
Member

  
**AIMEE T. FULGENCIO**  
Member

  
**ESTER B. FLORES**  
Member

Attended by:  
  
**NOEMI V. DALAIS**  
Head, BAC Secretariat

Approved by:  
  
**RONNIE D. DOMINGO**  
OIC, Executive Director  
BAC Reso. 2021-733