

**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 **2021-10-0723**  
 Address **Corner Timog, Brigy, South Triangle, Quezon City** Date **October 22, 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:

Place of Delivery **PCC National Headquarters & Gene Pool, Science City of Muñoz, N.E.** Delivery Terms: 30 days  
 Date of Delivery **Payment Terms: 15 days after full delivery**

Stock No	Unit	Description	Quantity	Unit Cost	Amount
1	unit	AVR 3000VA, Heavy-duty, with 140-250V	1	₱5,989.00	₱5,989.00
2	pc	Card reader, All-in-one, USB Type	1	₱212.00	₱212.00

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

*Handwritten notes and stamps:*  
 NOTE: Please notify Property Section regarding the schedule of delivery. We accept delivery from Mon-Fri 8am to 5pm (Except holidays)  
 P.R. No 2021-08-489-MK  
 PhilGEPS N/A  
 BAC Reso 2021-739  
 Fund Cluster Regular Agency - Revolving Fund - Milka Krem  
 PHILIPPINE CARABAO CENTER ACCOUNTING SECTION  
 NOV 0 2021  
 RECEIVED  
 PHILIPPINE CARABAO CENTER ACCOUNTING SECTION  
 NOV 0 2021  
 RECEIVED  
 PHILIPPINE CARABAO CENTER Office of The Auditor  
 RECEIVED  
 12/15/21  
 DATE  
 BY:

(Total Amount in Words) **SIX THOUSAND TWO HUNDRED ONE PESOS ONLY** **PHP 6,201.00**

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.

Confoyee: *Signature*  
**Lariza Reyes**  
 Signature over Printed Name of Supplier  
 12/13/2021  
 Date

Very Truly yours,  
*Signature*  
**RONNIE D. DOMINGO**  
 Authorized Official

Funds Available:  
**CHERRY PEARL C. RIVERA / JEFFREY LAURENCE E. ANTOJIN**  
 Accountant *Signature*

ORS/BURS No. **02-2021-11-500-AF-D/M**  
 Amount **PHP 6,201.00**

Form No: PCC-PROF-02

Revision No: 02

Effectivity Date: January 1, 2019



Department of Agriculture  
**PHILIPPINE CARABAO CENTER**  
 CARABAO: POWER TO THE PEOPLE

OCT 21 2021

NOTICE OF AWARD

**LARIZZA REYES**  
 PRO PEN OFFICE SUPPLIES AND EQUIPMENT TRADING  
 307 Pasda Mansion 77 Panay Ave.,  
 Corner Timog, Brgy. South Triangle, Quezon City

Dear Ms. Reyes,

Please be informed that based on the result of our evaluation of your offer to undertake the **SUPPLY & DELIVERY OF COMPUTER SUPPLIES FOR MILKA KREM** with a Total Contract Price **SIX THOUSAND TWO HUNDRED ONE PESOS (PHP 6,201.00)** 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	unit	AVR 3000VA, Heavy-duty, with 140-250V	PHP 5,989.00	PHP 5,989.00
3	1	pc	Card reader, All-in-one, USB Type	212.00	212.00
TOTAL					<b>PHP 6,201.00</b>

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

Very truly yours,

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

*Larizza Reyes*  
**Larizza Reyes**  
 (Bidder/Authorized Representative)  
 Date: 12/13/2021



OCT 22 2021

NOTICE TO PROCEED

**LARIZZA REYES**  
PRO PEN OFFICE SUPPLIES AND EQUIPMENT TRADING  
307 Pasda Mansion 77 Panay Ave.,  
Corner Timog, Brgy. South Triangle, Quezon City

Dear **Ms. Reyes**,

The attached Contract Agreement/ Purchase Order having been approved, notice is hereby PRO PEN OFFICE SUPPLIES AND EQUIPMENT TRADING that work may commence to be completed within the arranged schedule for the **SUPPLY & DELIVERY OF COMPUTER SUPPLIES 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: 12/13/2021



Department of Agriculture  
**PHILIPPINE CARABAO CENTER**  
CERTIFIED ISO 9001 | ISO 14001 | ISO 45001

BAC RESOLUTION NO. 2021-739

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

**WHEREAS**, on 13 July 2021, OIC Executive Director RONNIE D. DOMINGO, 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 COMPUTER SUPPLIES** 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 COMPUTER 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 COMPUTER SUPPLIES (As per attached list)	P 32,438.00

**WHEREAS**, on 30 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**, the following suppliers have submitted their respective quotations, viz:

1. Pro Pen Office Supplies and Equipment Trading
2. G&P Consumer Good Trading
3. Orogems Tech Marketing Corp.

**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 and 3)
2. G&P Consumer Good Trading (item nos. 2,4,5 and 6)

**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 and 3)
2. G&P Consumer Good Trading (item nos. 2,4,5 and 6)

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

*M. Spj* *M. M. M. M.* *AK* *R*  
*A food-secure and resilient Philippines*  
*with empowered and prosperous farmers and fisherfolk*



**DUPLICATE COPY**  
*Agud*

**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)	Amount
1	Pro Pen Office Supplies and Equipment Trading	(item nos. 1 and 3)	Six Thousand Two Hundred One Pesos (P 6,201.00)
2	G&P Consumer Good Trading	(item nos. 2,4,5 and 6)	Twenty-One Thousand Five Hundred Twenty Pesos & 70/100 (P 21,520.70)

This resolution shall take effect immediately.

**APPROVED** this 21st day of October, 2021 at Philippine Carabao Center, National Headquarters and Gene Pool, Science City of Munoz, Nueva Ecija.


**BIDS AND AWARDS COMMITTEE**

  
ERIC P. PALACPAC  
Chairperson


**LERMA C. OCAMPO**  
Vice Chairperson

  
**JEFFREY JERONIMO M. BALAOING**  
Member

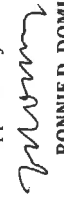
Attested by:

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

**AIMEE T. FULGENCIO**  
Member

  
**ESTER B. FLORES**  
Member

Approved by:

  
**RONNIE D. DOMINGO**  
OIC, Executive Director  
BAC Reso No. 2021-739

**DUPLICATE COPY**

