

**PURCHASE ORDER  
PHILIPPINE CARABAO CENTER**

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

Supplier **PRO PEN OFFICE SUPPLIES & EQUIPMENT TRADING** P.O. No **2021-10-0764**  
 Address **Peñabatan, Pullian, Bulacan** Date **October 29, 2021**  
 Email Address **propentrading@gmail.com** Mode of Procurement  
 Telephone No. **0968-856-7953** **Small Value Procurement**  
 TIN **439-997-574-000**

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.**  
 Date of Delivery **Payment Terms: 15 days after full delivery**  
 Delivery Terms: **30 days**

Stock No	Unit	Description	Quantity	Unit Cost	Amount
1	pair	Rubber Boots  ** Nothing follows **  <b>RECEIVED PCC Procurement NOV 23 2021</b>	3	₱388.00	₱1,164.00

**PHILIPPINE CARABAO CENTER  
Office of the Auditor  
RECEIVED  
DATE  
BY:**

(Total Amount in Words) **ONE THOUSAND ONE HUNDRED SIXTY-FOUR PESOS ONLY** ₱1,164.00

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.

Conforme: *gmy* **Larizza Reyes** **NOV 16 2021**  
 Signature over Printed Name of Supplier  
 Date  
 Very Truly yours,  
**RONNIE B. DOMINGO**  
 Authorized Official  
**PHILIPPINE CARABAO CENTER  
ACCOUNTING SECTION  
RECEIVED**

Funds Available:  
**CHERRY PEARL RIVERA/ JEFFREY LAURENCE E. ANTOLIN**  
 Accountant *gmy*  
 ORS/BURS No. **02-2021-11-224 MR**  
 Amount **PHP 1,164.00**

Form No: **PCC-PRQF-02** Revision No: **02** Effectivity Date: **January 1, 2019**



**NOTICE OF AWARD**

OCT 29 2021

**MS. LARIZZA REYES**  
PRO PEN OFFICE SUPPLIES & 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 AND DELIVERY OF CLEANING EQUIPMENT** with a Total Contract Price amounting to **ONE THOUSAND ONE HUNDRED SIXTY-FOUR PESOS ONLY (P 1,164.00)** 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
1	3	pairs	Rubber Boots	P 388.00	P 1,164.00	Property
<b>TOTAL</b>					<b>P 1,164.00</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:   
Larizza Reyes

(Bidder/Authorized Representative)

Date: 12/13/2021



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



Department of Agriculture  
**PHILIPPINE CARABAO CENTER**  
CAMPUS 1, BARANGAY 105, 106, 107, 108 AND 109A

**NOTICE TO PROCEED**

OCT 9 2021

**MS. LARIZZA REYES**  
PRO PEN OFFICE SUPPLIES & 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 & EQUIPMENT TRADING** that work may commence to be completed within the arranged schedule for the **SUPPLY AND DELIVERY OF CLEANING EQUIPMENT** 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 & EQUIPMENT TRADING  
Date: 12/13/2021



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



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

BAC RESOLUTION NO. 2021-777

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

**WHEREAS**, on 11 August 2021, OIC, Executive Director RONNIE D. DOMINGO, as Head of Procuring Entity (HOPE), approved the Annual Procurement Plan (APP) of the "Republic Act (RA) 11037 entitled "An Act Institutionalizing a National Feeding Program for Undernourished Children in Public Day Care, Kindergarten and Elementary Schools to Combat Hunger and Undernutrition Among Filipino Children" otherwise known as "Masustansyang Pagkain para sa Batang Pilipino Act" upon favorable recommendation of the Bids and Awards Committee (BAC);

**WHEREAS**, included in the APP is the **SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND 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 DepEd Trust Fund;

**WHEREAS**, the **SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND 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 SUPPLIES AND CONSUMABLES (as per attached list)	P 10,400.00

**WHEREAS**, on 6 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 & Equipment Trading
2. AC Victory Non-specialized Wholesale 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 & Equipment Trading (item no. 5)
2. AC Victory Non-specialized Wholesale Trading (item nos. 1-4)

**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 & Equipment Trading (item no. 5)
2. AC Victory Non-specialized Wholesale Trading (item nos. 1-4)

*[Signature]*  
*[Signature]*  
**Food-secure and resilient Philippines**  
*with empowered and prosperous farmers and fisherfolk*  
 PO 763 & 764



**DUPLICATE COPY**  
*[Signature]*

**WHEREAS**, the report containing the results of the TWG evaluation is attached hereto 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 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 & Equipment Trading	(item no. 5)	One Thousand One Hundred Sixty-Four Pesos (P 1,164.00)
2	AC Victory Non-specialized Wholesale Trading	(item nos. 1-4)	Seven Thousand Six Hundred Sixty-Nine Pesos (P 7,669.00)

This resolution shall take effect immediately.

**APPROVED** this 29th 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

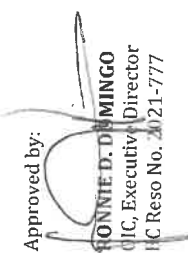
  
LERNA C. CAMPO  
Vice Chairperson

  
JEFFREY JEROME M. BALAOING  
Member

  
AIMEE T. FULGENCIO  
Member

  
ESTER B. FLORES  
Member

Approved by:  
  
JOEMI C. BALAIS  
Head, BAC Secretariat

Approved by:  
  
RONNIE D. DOMINGO  
PIC, Executive Director  
IC Reso No. 2021-777

**DUPLICATE COPY**

*Veronal*