

**PURCHASE ORDER
PHILIPPINE CARABAO CENTER**

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

Supplier **OFFICE EDGE ENTERPRISES** P.O. No **2021-11-0823**
 Address Cabanatuan City, Nueva Ecija Date November 19, 2021
 Email Address officeedgeph@gmail.com Mode of Procurement *Shopping (B)*
 Telephone No. TTN

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		Delivery Terms: 30 days			
		Payment Terms: 15 days after full delivery			
Stock No	Unit	Description	Quantity	Unit Cost	Amount
1	pc	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	3	P28.00	P84.00
2	pc	ERASER, FELT, for blackboard/whiteboard	4	P13.50	P54.00
3	pad	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min Offer: HBW	28	P16.00	P448.00
4	pad	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min Offer: HBW	28	P28.00	P784.00
5	pad	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min Offer: HBW	28	P21.00	P588.00
6	pc	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	28	P12.50	P350.00
7	box	PAPER CLIP, vinyl/plastic coat, length: 32mm min	7	P9.50	P66.50
8	pc	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle point, preferably recycology	25	P25.00	P625.00
9	pc	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle point, preferably recycology	19	P25.00	P475.00
10	pc	SIGN PEN, RED, liquid/gel ink, 0.5mm needle point, preferably recycology	15	P25.00	P375.00
11	pc	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	2	P45.00	P90.00
12	roll	TAPE, MASKING, width: 24mm (±1mm)	135	P23.00	P3,105.00
13	roll	TAPE, MASKING, width: 48mm (±1mm) ** Nothing follows **	35	P40.00	P1,400.00
<p>NOTE: Please notify Property Section regarding the schedule of delivery. We accept delivery from Mon-Fri 8am to 5pm (Except holidays) P.R. No 2021-09-5244-CD PHRGEPS N/A BAC Reso 2021-582 Fund Cluster Regular Agency - Revolving Fund - CDCPF</p>					

(Total Amount in Words) **EIGHT THOUSAND FOUR HUNDRED FORTY-FOUR PESOS & 50/100 ONLY** **PHP 8,444.50**

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: **MARIE RAMOS** Very Truly yours, **RONNIE D. DOMINGO**
 Signature of Purchaser Name of Supplier Authorized Official
 Date **NOV 21 2021**

Funds Available:
CHERRY PIAZ C. NUERA/ JEFFREY LAURENCE E. ANTOLIN ORS/BURS No. **PH 8,444.50**
 Accountant

Form No: PCC-PROF-02 Revision No: 02 Effectivity Date: January 1, 2019
PHILIPPINE CARABAO CENTER

RECEIVED
 Office of The AUDITOR
 DATE **01 05 2021**
 BY: _____



NOTICE OF AWARD

NOV 19 2021

MARIEL D. RAMOS
OFFICE EDGE ENTERPRISES
Cabanatuan City
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 COMMON OFFICE SUPPLIES FOR CDCPF with a Total Contract Price EIGHT THOUSAND FOUR HUNDRED FORTY-FOUR PESOS & 50/100 (PHP 8,444.50) 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
3	3	pc	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	PHP 28.00	PHP 84.00
5	4	pc	ERASER, FELT, for blackboard/whiteboard	13.50	54.00
21	28	pad	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	16.00	448.00
22	28	pad	Offer: HBW NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	28.00	784.00
23	28	pad	Offer: HBW NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	21.00	588.00
24	28	pc	Offer: HBW NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	12.50	350.00
25	7	box	PAPER CLIP, vinyl/plastic coat, length: 32mm min	9.50	66.50
34	25	pc	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle point, preferably recycology	25.00	625.00
35	19	pc	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle point, preferably recycology	25.00	475.00
36	15	pc	SIGN PEN, RED, liquid/gel ink, 0.5mm needle point, preferably recycology	25.00	375.00
38	2	pc	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	45.00	90.00

(Signature)
MARIEL D. RAMOS
OFFICE EDGE
ENTERPRISES
11/27/2021



Department of Agriculture
PHILIPPINE CALABAG CENTER
CENTRAL ROAD (RSC) 1400 LINGAYEN, PANGASINAN

43	135	roll	TAPE, MASKING, width: 24mm (±1mm)	23.00	3,105.00
44	35	roll	TAPE, MASKING, width: 48mm (±1mm)	40.00	1,400.00
TOTAL					PHP 8,444.50

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

R. Domingo
RONNIE D. DOMINGO
 OIC, Executive Director

(Bidder/Authorized Representative)

Date: _____

RMS
MARCEL RAMOS
 OFFICE EDGE
 ENTERPRISE
 12/29/2024



NOV 19 2021

NOTICE TO PROCEED

MARIEL D. RAMOS
OFFICE EDGE ENTERPRISES
Cabanatuan City
Nueva Ecija

Dear Ms. Ramos,

The attached Contract Agreement/ Purchase Order having been approved, notice is hereby OFFICE EDGE ENTERPRISES that work may commence to be completed within the arranged schedule for the **SUPPLY & DELIVERY OF COMMON OFFICE SUPPLIES FOR CDCPF** 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:


MARIEL D. RAMOS
OFFICE EDGE ENTERPRISES
Date: 11/23/21



RECOMMENDING AWARD OF CONTRACT FOR THE SUPPLY AND DELIVERY OF OFFICE 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 CDCPF upon favorable recommendation of the Bids and Awards Committee (BAC).

WHEREAS, included in the APP is the **SUPPLY AND DELIVERY OF 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 Revolving Fund;

WHEREAS, the **SUPPLY AND DELIVERY OF 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 OFFICE SUPPLIES (As per attached list)	P 78,664.59

WHEREAS, on 7 October 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. AC Victory Non-specialized Wholesale Trading
2. Office Edge Enterprises
3. Jesusa 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. AC Victory Non-specialized Wholesale Trading (item nos. 1,2,4,6-20,26-33,37,39-42,45-48)
2. Office Edge Enterprises (item nos. 3,5,21,25,34-36,38,44 and 44)

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. AC Victory Non-specialized Wholesale Trading (item nos. 1,2,4,6-20,26-33,37,39-42,45-48)
2. Office Edge Enterprises (item nos. 3,5,21,25,34-36,38,44 and 44)

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

[Handwritten signature]

[Handwritten signature]

*A food-secure and resilient Philippines
with empowered and 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 the awards of the contract to the following suppliers:

	Supplier	Line Item Nos. (as per attached list)	Amount
1	AC Victory Non-specialized Wholesale Trading	item nos. 1,2,4,6-20,26-33,37,39-42,45-48	Fifty-six Thousand Eight Hundred Fifteen Pesos (P 56,815.00)
2	Office Edge Enterprises	item nos. 3,5,21,25,34-36,38,44 and 44	Eight Thousand Four Hundred Forty-Four Pesos (P 8,444.50)

This resolution shall take effect immediately.


APPROVED this 19th day of November, 2021 at Philippine Carabao Center, National Headquarters and Gene Pool, Science City of Munoz, Nueva Ecija.

BIDS AND AWARDS COMMITTEE

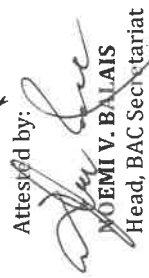

EM P. PALACPAC
 Chairperson

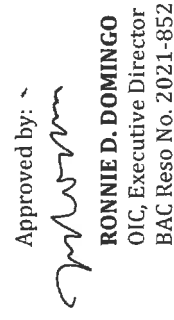

LERNA C. CAMPO
 Vice Chairperson


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
 BAC Reso No. 2021-852