

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 **2021-11-0824**

Address Peñabatan, Pullian, Bulacan Date November 19, 2021

Email Address propentradng@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:

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	pcs	Ceiling Fan • Orbit Fan 13 inches Offer: Standard	5	₱1,938.00	₱9,690.00
2	units	Push Cart, Heavy Duty Specifications: • Load Capacity: cart can hold up to 500kg/1102.31 lbs or greater • 4 polyurethane heavy duty swivel wheels (durable and long lasting) • Open dimension: 119x75.5x101 cm • Folded dimension: 119x75.5x35 cm • Wheels diameter: 20 cm • Weight: 35kgs Offer: OEM-UL-HT500 U-LIFT  ** Nothing follows **	2	₱14,960.00	₱29,920.00

NOTE:

Please notify Property Section regarding the schedule of delivery. We accept delivery from Mon-Fri 8am to 5pm (Except holidays) 2021-10-584/586-CD

P.R. No PHIGEPS  
BAC Reso 2021- 963-740  
Fund Cluster Regular Agency - Revolving Fund - CDCPF

(Total Amount in Words) THIRTY-NINE THOUSAND SIX HUNDRED TEN PESOS ONLY

PHP 39,610.00

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:

Lariz Reyes

Signature over Printed Name of Supplier

12/20/2021

Date

Very Truly yours,

*Mom*

RONNIE D. DOMINGO

Authorized Official

PHILIPPINE CARABAO CENTER  
Office of The AUDITOR

**RECEIVED**  
DATE: 12/23/21  
BY: *[Signature]*

Funds Available:

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

ORS/BURS No.  
Amount

62-7021-12 - 64847  
PHP 38,610.00

Form No: PCC-PRQF-02

Revision No: 02

Effectivity Date: January 1, 2019



**NOTICE OF AWARD**

**LARIZZA REYES**  
 PRO PEN OFFICE SUPPLIES AND EQUIPMENT TRADING  
 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 CEILING FAN AND HEAVY DUTY PUSH CART FOR CDCPF** with a Total Contract Price amounting to **THIRTY-NINE THOUSAND SIX HUNDRED TEN PESOS (P 39,610.00)** 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	Ceiling Fan • Orbit Fan 13 inches Offer: Standard	PHP 1,938.00	PHP 9,690.00
2	2	units	Push Cart, Heavy Duty Specifications: • Load Capacity: cart can hold up to 500kg/1102.31 lbs or greater • 4 polyurethane heavy duty swivel wheels (durable and long lasting) • Open dimension: 119x75.5x101 cm • Folded dimension: 119x75.5x35 cm • Wheels diameter: 20 cm • Weight: 35kgs Offer: OEM-UL-HT500 U-LIFT	14,960.00 ₱44	29,920.00
<b>TOTAL</b>					<b>PHP 39,610.00</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

Conforme: *Lariz Reyes*  
**Lariz Reyes**

(Bidder/Authorized Representative)

Date: 12/20/2021



Department of Agriculture  
**PHILIPPINE CARABAO CENTER**  
CARTI (PISO, ILOILO) | 1501-14001 | 04345-1001

**NOTICE TO PROCEED**

**LARIZZA REYES**  
PRO PEN OFFICE SUPPLIES AND EQUIPMENT TRADING  
Peñabatan, Pulilan, 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 CEILING FAN AND HEAVY DUTY PUSH CART 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:

  
**LARIZZA REYES**  
PRO PEN OFFICE SUPPLIES AND EQUIPMENT TRADING  
Date: 12/20/2021



**RECOMMENDING AWARD OF CONTRACT FOR THE SUPPLY AND DELIVERY OF CEILING FAN (5 PIECES) AND HEAVY DUTY PUSH CART (2 UNITS)**

**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 CEILING FAN (5 PIECES) AND HEAVY DUTY PUSH CART (2 UNITS)** 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 CEILING FAN (5 PIECES) AND HEAVY DUTY PUSH CART (2 UNITS)** 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 CEILING FAN (5 PIECES) AND HEAVY DUTY PUSH CART (2 UNITS)	P 46,000.00

**WHEREAS**, on 26 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. Pro Pen Office Supplies and Equipment Trading
2. AC Victory Non-specialized Wholesale Trading
3. God's Will Store and General Merchandise

**WHEREAS**, upon careful review and evaluation of the Technical Working Group (TWG) on the legal and technical requirements submitted by the prospective suppliers, the TWG determined that **PRO PEN OFFICE SUPPLIES AND EQUIPMENT TRADING** complied with the eligibility requirement as per attached document/s;

**WHEREAS**, the TWG determined that among the financial proposals submitted by the suppliers **PRO PEN OFFICE SUPPLIES AND EQUIPMENT TRADING** has submitted the lowest calculated quotation for the SUPPLY AND DELIVERY OF CEILING FAN (5 PIECES) AND HEAVY DUTY PUSH CART (2 UNITS);

**WHEREAS**, upon review and evaluation of the compliance with the technical requirements of the procurement at hand, the TWG recommended to declare **PRO PEN OFFICE SUPPLIES AND EQUIPMENT TRADING** as the lowest calculated and responsive quotation for the said supplies/services;

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

*M. A. [Signature]*  
*[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 TWC, hereby resolve to recommend to the Head of the Procuring Entity for his considerations and approval of the contract to **PRO PEN OFFICE SUPPLIES AND EQUIPMENT TRADING** for the **SUPPLY AND DELIVERY OF CEILING FAN [5 PIECES] AND HEAVY DUTY PUSH CART [2 UNITS]** in the amount of **Thirty-Nine Thousand Six Hundred Ten Pesos (P 39,610.00)**.


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**

  
**LERMAC OCAMPO**  
Vice Chairperson

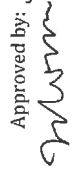
  
**EMER P. PALACPAC**  
Chairperson

  
**AIMEE J. FULGENCIO**  
Member

  
**JEFFREY JEROME M. PALAOGING**  
Member

  
**ESTER B. FLORES**  
Member

Attested by:  
  
**NOEMI V. BALANIS**  
Head, BAC Secretariat

Approved by:  
  
**RONNIE D. DOMINGO**  
OIC, Executive Director  
BAC Reso No. 2021-853