

**PURCHASE ORDER**

**PHILIPPINE CARABAO CENTER**

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

Supplier **PHILIPPINE CARABAO CENTER MULTI-PURPOSE COOPERATIVE** P.O. No **2021-11-0848**  
 Address PCC National Headquarters and Gene Pool, Science City of Muñoz, N.E. November 22, 2021  
 Email Address pccmpcofficial@gmail.com Mode of Procurement  
 Telephone No. Small Value Procurement  
 TIN 225-861-313-000

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. **Delivery Terms:** November 23, 2021

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

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
1	lot	MEALS AND SNACKS FOR THE CONDUCT OF AGENCY RECORDS DISPOSAL AND RE-ORIENTATION ON RECORDS MANAGEMENT Date: November 23, 2021  Breakdown: AM Snacks Lunch PM Snacks (Please see attached Menu Plan) ** Nothing follows **	1	₱15,750.00	₱15,750.00
	pax		15		
	pax		15		
	pax		50		
<p><b>NOTE:</b> Please notify Property Section regarding the schedule of delivery.                  We accept delivery from Mon-Fri 8am to 5pm (Except holidays)</p> <p>P.R. No 2021-11-2003 GAA                  PhilGEPS N/A                  BAC Reso 2021-882                  Fund Cluster Regular Agency - GAA (Records)</p>					

(Total Amount in Words) **FIFTEEN THOUSAND SEVEN HUNDRED FIFTY PESOS ONLY**

**PHP 15,750.00**

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:

*Naida Umpog*  
 Naida Umpog

Signature over Printed Name of Supplier

NOV 23 2021  
 Date

PHILIPPINE CARABAO CENTER  
 PROCUREMENT SECTION

**RECEIVED**  
 DEC 20 2021  
 DOMINIE D. DOMINGO  
 Authorized Official

PHILIPPINE CARABAO CENTER  
 Office of The Auditor

**RECEIVED**  
 12/23/21  
 DATE

BY:

Funds Available:

*[Signature]*  
 CHERRY PEARL C. RIVERA / JEFFREY LAURENCE PANTOLIN  
 Accountant

ORS/BURS No.  
 Amount

02-2021-17-2715  
 ₱15,750.00

Form No: PCC-PRQF-02

Revision No: 02

Effectivity Date: January 1, 2019



**NOTICE OF AWARD**

**NOV 27 2021**

**MS. NAIDA P. UMIPIG**  
 PHILIPPINE CARABAO CENTER MULTI-PURPOSE COOPERATIVE  
 PCC National Headquarters and Gene Pool, Science City of Muñoz, Nueva Ecija

Dear **Ms. Umipig**,

Please be informed that based on the result of our evaluation of your offer to undertake the **MEALS AND SNACKS FOR THE CONDUCT OF AGENCY RECORDS DISPOSAL AND RE-ORIENTATION ON RECORDS MANAGEMENT with a Total Contract Price amounting to FIFTEEN THOUSAND SEVEN HUNDRED FIFTY PESOS ONLY (P 15,750.00)** 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	1	lot	MEALS AND SNACKS FOR THE CONDUCT OF AGENCY RECORDS DISPOSAL AND RE-ORIENTATION ON RECORDS MANAGEMENT Date: November 23, 2021 <i>Breakdown:</i>	P 15,750.00	P 15,750.00	RECORDS
	15	pax	AM Snacks			
	15	pax	Lunch			
	50		PM Snacks			
			<i>(Please see attached Menu Plan)</i>			
			<b>TOTAL</b>		<b>P 15,750.00</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

Conformes:   
 Naida Umipig

(Bidder/Authorized Representative)

Date: **NOV 23 2021**



*“A food-secure Philippines with prosperous farmers and fisherfolk”*



**NOTICE TO PROCEED**

**NOV 22 2021**

**MS. NAIDA P. UMIPIG**  
PHILIPPINE CARABAO CENTER MULTI-PURPOSE COOPERATIVE  
PCC National Headquarters and Gene Pool, Science City of Muñoz, Nueva Ecija

Dear **Ms. Umipig**,

The attached Contract Agreement/ Purchase Order having been approved, notice is hereby given to **PHILIPPINE CARABAO CENTER MULTI-PURPOSE COOPERATIVE** that work may commence to be completed within the arranged schedule for the **MEALS AND SNACKS FOR THE CONDUCT OF AGENCY RECORDS DISPOSAL AND RE-ORIENTATION ON RECORDS MANAGEMENT** effective upon acknowledgement of this notice, subject to such additional time for the completion of the work as may be allowed by the Agency.

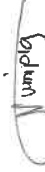
Upon receipt of this notice, you are responsible for performing the services under the terms and conditions of the Agreement and in accordance with the implementation schedule.

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:



**NAIDA P. UMIPIG**  
PHILIPPINE CARABAO CENTER MULTI-PURPOSE COOPERATIVE

Date: **NOV 23 2021**



*“A food-secure Philippines with prosperous farmers and fisherfolk”*



Department of Agriculture  
**PHILIPPINE CARABAO CENTER**  
CERTIFIED ISO 9001:2015 | ISO 14001:2015 | ISO 45001

BAC RESOLUTION NO. 2021-882

**RECOMMENDING AWARD OF CONTRACT FOR THE MEALS (CONDUCT OF AGENCY RECORDS DISPOSAL AND RE-ORIENTATION ON RECORDS MANAGEMENT)**

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

**WHEREAS**, included in the APP is the **MEALS (CONDUCT OF AGENCY RECORDS DISPOSAL AND RE-ORIENTATION ON RECORDS MANAGEMENT)** to be undertaken through Section 53.9 (Small Value Procurement) of the Revised Implementing Rules and Regulations of Republic Act No. 9184 under the GAA Fund;

**WHEREAS**, the **MEALS (CONDUCT OF AGENCY RECORDS DISPOSAL AND RE-ORIENTATION ON RECORDS MANAGEMENT)** has the following Approved Budget for the Contract (ABC) as follows:

Item No.	Item Description	ABC per Line Item/Lot (P)
1	MEALS (CONDUCT OF AGENCY RECORDS DISPOSAL AND RE-ORIENTATION ON RECORDS MANAGEMENT)	P 15,750.00

**WHEREAS**, on 19 November 2021, the BAC thru its Secretariat/Procurement Office, initiated the procurement activity by sending/posting Request for Quotation (RFQs) to PhilGEPS/various suppliers;

**WHEREAS**, only **PHILIPPINE CARABAO CENTER MULTI-PURPOSE COOPERATIVE** has submitted their respective quotation/proposal before the deadline of submission;

**WHEREAS**, various suppliers were also requested to submit their respective quotations (see attached);

**WHEREAS**, the Technical Working Group (TWG) determined that based on the financial proposal submitted by the sole supplier, **PHILIPPINE CARABAO CENTER MULTI-PURPOSE COOPERATIVE** has submitted the single calculated quotation for the project;

**WHEREAS**, as per Annex "H" CONSOLIDATED GUIDELINES FOR ALTERNATIVE METHODS OF PROCUREMENT, Small Value Procurement Procedure (ii) states that:

"The BAC shall prepare and send the RFQs to at least three (3) suppliers, contractors or consultants of known qualifications. This notwithstanding, those who respond through any of the required postings shall be allowed to participate. "Receipt of at least one (1) quotation is sufficient to proceed with the evaluation thereof".

**WHEREAS**, upon review and evaluation of the compliance with the technical requirements of the procurement at hand, the TWG recommended to declare **PHILIPPINE CARABAO CENTER MULTI-PURPOSE COOPERATIVE** as the single calculated and responsive quotation;

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

*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 of the contract to **PHILIPPINE CARABAO CENTER MULTI-PURPOSE COOPERATIVE** for the **MEALS [CONDUCT OF AGENCY RECORDS DISPOSAL AND RE-ORIENTATION ON RECORDS MANAGEMENT]** in the amount of **Fifteen Thousand Seven Hundred Fifty Pesos (P 15,750.00)**.

This resolution shall take effect immediately.

**APPROVED** this 22nd day of November, 2021 at Philippine Carabao Center, National Headquarters and Gene Pool, Science City of Muñoz, Nueva Ecija.

**BIDS AND AWARDS COMMITTEE**

  
**LERMAC OCAMPO**  
Chairperson

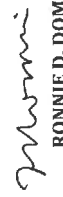
  
**LERMAC OCAMPO**  
Vice Chairperson

  
**JEFFREY JEROME M. SALAOING**  
Member

  
**AIMEH T. FULGENCIO**  
Member

  
**ESTER B. FLORENS**  
Member

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

Approved by:  
  
**RONNIE D. DOMINGO**  
OIC, Executive Director  
BAC Reso No. 2021-882