

PURCHASE ORDER

Department of Social Welfare and Development
Cordillera Administrative Office

Appendix 61

Supplier		MAJRCK ENTERPRISE		Purchase Order No.		2024-07-564	
Address		527 BUA, TUDING, ITOGON, BENGUET		Date		25-Jul-24	
				Mode of Procurement		SVP	
Gentlemen: Please furnish this office the following articles subject to the terms and conditions herein.							
Place of Delivery				AS INDICATED		Delivery Term: Complete	
Date of Delivery				AS INDICATED		Payment Term: Charge	
ITEM NO.	Unit	Description	QTY	Unit Cost	Total Cost		
1		PURCHASE AND DELIVERY OF OFFICE SUPPLIES FOR DRMD FOR CY 2024-SVP					
	piece	BALLPEN, black, ordinary	100	12.00	1,200.00		
	piece	FINGERTIP MOISTENER	30	36.00	1,080.00		
	pad	NOTEPAD, stick on, 76mm x 76mm (3"x5"), 100s/pad	65	35.00	2,275.00		
	pack	STICKY NOTE PAGE MARKERS, 1/2 x 2in, multicolored, 50 sheets/pad, 5 pads/pack (paper material)	30	30.00	900.00		
	pad	STICK ON FLAGS, 20s x 8 colors, flouescent/neon colors	50	36.00	1,800.00		
	pack	PAPER STICKER, A4,matte,10s/pack	5	40.00	200.00		
	piece	SIGN PEN, Black, Liquid/gel ink,0.3mm needle tip	12	25.00	300.00		
	piece	SIGN PEN, Blue, Liquid/gel ink,0.3mm needle tip	12	25.00	300.00		
	piece	SIGN PEN, Black, Liquid/gel ink,0.4mm needle tip	230	30.00	6,900.00		
	piece	SIGN PEN, Blue, Liquid/gel ink,0.4mm needle tip	230	30.00	6,900.00		
	pack	TOILET TISSUE, 3ply, 12 rolls/pack	170	130.00	22,100.00		
OTHER REQUIREMENTS						COMPLIANCE	
		Delivery of Goods is within 10 calendar days after receipt of Purchase Order. Delivery place at DRMD OFFICE,4th Flr., ES Clemente Bldg., Shanum Corner Otek St. Lake Driv, Burnham Park, Brgy. Rizal Monument, Baguio City. If the last day of delivery falls on Saturday/Sunday/Holiday, the delivery of goods can be moved to the next working day.			✓		
		Service Provider must have Active Landbank Account for Payment Purposes. For other banks, service charge will be deducted upon payment on the account.			✓		
PAYMENT SHALL BE MADE THRU LANDBANK OF THE PHILIPPINES							
						TOTAL	43,955.00
(Amount in words)		Forty-Three Thousand Nine Hundred Fifty-five pesos Only					

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.

Conforme:

Very truly yours,

ESGUERRA, SHEKINAH P.

08-02-2024

(Signature over Printed Name)

Date

MAJRCK ENTERPRISE

3551-0151-56

Bank Account Name

Bank Account Number

182-271-688-000

12-03-1999

TIN Number *please tick tax type

Date of BIR Registration

vat

non-vat

MARIA A. CATBAGAN-APLATEN, PhD
Signature over Printed Name of Authorized Official
Director IV, Regional Director
Designation

Fund Cluster: 01 CME CURRENT

ORS/ BURS No. : 24-07-11723

Funds Available: 13,955.00

Date of the ORS/ BURS: 07/26/24

WILBOURN B. BACOLONG
ACCOUNTANT III

Amount: 43,955.00

M. WAWA/BELLE

BIDS AND AWARDS COMMITTEE (BAC)

RESOLUTION No. 2024-07-781

RFQ 2024-07-719

PR 2024-07-499

WHEREAS, the Department of Social Welfare and Development-Cordillera Administrative Region (DSWD-CAR) has appropriations for procurement of the project, **PURCHASE AND DELIVERY OF OFFICE SUPPLIES FOR DRMD FOR CY 2024-SVP**, with an Approved Budget for the Contract (ABC) amounting to **FIFTY-FIVE THOUSAND FOUR HUNDRED SEVENTY-FIVE PESOS ONLY (₱55,475.00)** and within Annual Procurement Plan (APP) 2024 through Negotiated Procurement under **SMALL VALUE PROCUREMENT**;

WHEREAS, on the **19th day of July 2024**, Request for Quotations (RFQ) were transmitted for floating to eligible suppliers/ service providers and was advertised at DSWD-CAR website, Philippine Government Electronic Procurement System (PhilGEPS) and posted at DSWD-CAR Bulletin Board located at the main entrance of the Field Office;


WHEREAS, on the **23rd day of July 2024 at 12:00 NN**, was the set deadline for the submission of quotation;

WHEREAS, upon opening of the Request for Quotations on the **24th day of July 2024**, findings were listed on Annex A. Upon further assessment of the Bids and Awards Committee (BAC), **MAJRCK ENTERPRISE**, the only bidder within ABC, was found compliant as to legal, financial, and technical specifications of the project. Thus, was recommended for award by the end-user and concurred by the BAC;


NOW, THEREFORE, foregoing premises considered, We, the Members of the Bids and Awards Committee, hereby **RESOLVED** as it is hereby resolved to recommend to the Regional Director the award of contract to **MAJRCK ENTERPRISE**, the **LOWEST CALCULATED RESPONSIVE QUOTATION**, amounting to **FORTY-THREE THOUSAND NINE HUNDRED FIFTY-FIVE PESOS ONLY (₱43,955.00)** inclusive of all applicable taxes and fees for the project, **PURCHASE AND DELIVERY OF OFFICE SUPPLIES FOR DRMD FOR CY 2024-SVP**, for approval of the Head of Procuring Entity.

Issued this **24th day of July 2024 at the DSWD-CAR, 40 North Drive, Baguio City.**


NOVELIA N. POCDING
SWO III, DRMD
Provisional Member (End-User)

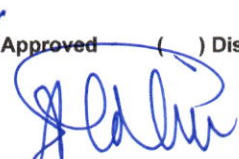

RICHARD JAN CLEMENTE
AA II, PSS
Provisional Member (Tech. Expert)


NORIE C. CASTAÑEDA
SAO, OIC Chief-FMD
Vice Chairperson


LAIRD DIONEL N. URBANOZO
Attorney III, Legal Unit
Regular Member


RINA CLAIRE L. REYES
CAO, OIC ARD for Administration
Chairperson

() Approved () Disapproved


MARIA A. CATBAGAN-APLATÉN, PhD
Director IV, Regional Director
(per Special Order No. 1763, Series of 2024)
Authorized Representative/Head of the Procuring Entity


JMWAW/JSN