

# PURCHASE ORDER

Department of Social Welfare and Development  
Cordillera Administrative Office

Appendix 61

<b>Supplier</b>		<b>LOW COST CONSUMER GOODS TRADING</b>	<b>Purchase Order No.</b>		<b>2024-07-565</b>
<b>Address</b>		<b>117-G PIDAWAN LOAKAN BAGUIO CITY</b>	<b>Date</b>		<b>25-Jul-24</b>
			<b>Mode of Procurement</b>		<b>SVP</b>
Gentlemen: Please furnish this office the following articles subject to the terms and conditions herein.					
<b>Place of Delivery</b>		AS INDICATED	<b>Delivery Term:</b>		Complete
<b>Date of Delivery</b>		AS INDICATED	<b>Payment Term:</b>		Charge
ITEM NO.	Unit	Description	QTY	Unit Cost	Total Cost
		<b>PURCHASE AND DELIVERY OF SEMI-EXPENDABLE OFFICE EQUIPMENT FOR DSWD ICTS STAFF</b>			
	unit	OFFICE TABLE with built-in center drawer (with lock) and 3 side drawers (central locking system), sturdy metal, off-white, dimension: W120cm x D 60cm x H75cm	21	7,100.00	149,100.00
	unit	STEEL CABINET -GRAY 4-DRAWERS Centralized lock for drawers -Heavy-duty construction Smooth-finished -Dimension:62 x 46 x 133cm	2	10,000.00	20,000.00
	unit	OFFICE CHAIR -Breathable Mesh Swivel office Chair with removable armrest cover, easy to clean, Mid-back, ergonomic, conforms to the hip curve, iron and hips, is comfortable to sit on. -The seat air lever has been certified by the SGS standard. -The plating base improves stability and safety.	23	4,500.00	103,500.00
<b>OTHER REQUIREMENTS</b>			<b>COMPLIANCE</b>		
		Delivery of Goods is within 15 calendar days after receipt of Purchase Order. Delivery place at DSWD FO CAR, #40 NORTH Drive, 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					
<b>TOTAL</b>					<b>272,600.00</b>
<b>(Amount in words)</b>		<b>TWO HUNDRED SEVENTY-TWO THOUSAND SIX HUNDRED PESOS ONLY</b>			

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:

*Rhona Jane Perez*  
Rhona Jane Perez  
(Signature over Printed Name)

*8-6-24*  
Date

Very truly yours,

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

Bank Account Name

Bank Account Number

TIN Number \*please tick tax type  
[ ] vat  
[ ] non-vat

Date of BIR Registration

Fund Cluster: 01 CMF CURRENT  
Funds Available: 272,600

ORS/ BURS No. : 02-10101-2024-07-11741  
Date of the ORS/ BURS: 6/24/24

**WILBOURN B. BACGLONG**  
ACCOUNTANT III

Amount: 272,600.00

MMAWA/belle

Commission on Audit  
**RECEIVED**  
06 AUG 2024  
Date: \_\_\_\_\_ Time: \_\_\_\_\_

**BIDS AND AWARDS COMMITTEE (BAC)**  
**RESOLUTION No. 2024-07-784**  
**RFQ 2024-07-679**  
**PR 2024-06-429**

**WHEREAS**, the Department of Social Welfare and Development-Cordillera Administrative Region (DSWD-CAR) has appropriations for procurement of the project, **PURCHASE AND DELIVERY OF SEMI-EXPENDABLE OFFICE EQUIPMENT FOR DSWD ICTS STAFF** with an Approved Budget for the Contract (ABC) amounting to **TWO HUNDRED EIGHTY-SIX THOUSAND FIVE HUNDRED PESOS ONLY (P286,500.00)** and within Annual Procurement Plan (APP) 2024 through Negotiated Procurement under **SMALL VALUE PROCUREMENT (NP-SVP)**;

**WHEREAS**, on the **4th 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 **9th day of July 2024 at 12:00NN**, was the set deadline for the submission of quotation;

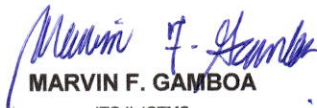
**WHEREAS**, upon opening of the Request for Quotations on the **10th day of July 2024**, findings were listed on Annex A;

**WHEREAS**, upon evaluation by the Bids and Awards Committee (BAC), **LOW COST CONSUMER GOODS TRADING**, emerged to be the lowest bidder, however, to ascertain the compliance of the said bidder to the technical specifications and other requirements, the Bids and Awards Committee recommended the conduct of post qualification prior to the issuance of award;

**WHEREAS**, based on the submitted Post Qualification Report, **LOW COST CONSUMER GOODS TRADING**, was found compliant with the technical specifications and other requirements indicated in the RFQ. 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 **LOW COST CONSUMER GOODS TRADING**, the **LOWEST CALCULATED RESPONSIVE QUOTATION**, amounting to **TWO HUNDRED SEVENTY-TWO THOUSAND SIX HUNDRED PESOS ONLY (P272,600.00)** inclusive of all applicable taxes and fees for the project, **PURCHASE AND DELIVERY OF SEMI-EXPENDABLE OFFICE EQUIPMENT FOR DSWD ICTS STAFF**, for approval of the Head of Procuring Entity.

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

  
**MARVIN F. GAMBOA**

ITO II, ICTMS  
Provisional Member (End-User)

  
**WALT DERFLEE DDALANG**

AA II, PSS  
Provisional Member (Tech. Expert)

  
**NORIE C. CASTAÑEDA**

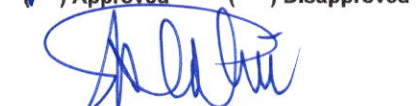
SAC, OIC Chief-FMD  
Vice Chairperson

  
**LAIRD DIONEL N. URBANOZO**

Atty. III, Legal Unit  
Regular Member

<sup>NP</sup>  
**RINA CLAIRE L. REYES**  
CAO, OIC ARD for Administration  
Chairperson

) Approved ( ) Disapproved

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

  
MEL/jed