

PURCHASE ORDER
Department of Agriculture
PHILIPPINE RURAL DEVELOPMENT PROJECT
National Project Coordination Office
TIN: 000-845-895

FUND 102
PRDP-NPCO

Supplier	OFFICE WAREHOUSE, INC.	P.O. No.	2019-12-057
Address	Sf/25-C Centris Station Eton Centris, Q.Ave, QC	Date	December 06, 2019
TIN	200-492-462-042	Mode of Proc.	Shopping

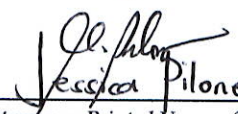
Gentlemen:
Please furnish this Office the following articles subject to the Terms and Conditions contained herein


Place of delivery	4th Floor, New DA Building, DA Compound, Elliptical Road, Diliman, Quezon City	Delivery Term	Destination Point
Date of delivery	Seven (7) Working Days Upon Receipt of Approved Purchase Order	Payment Term	within 45 days after complete delivery of items and receipt of Sales Invoice/SOA/DR

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
		Various Ink Cartridge			
	pcs	Canon 35 Black	20	595.00	11,900.00
	pcs	Canon 36 Colored	10	965.00	9,650.00
	pcs	Canon 745 Black	12	755.00	9,060.00
	pcs	Canon 746 Colored	12	1,095.00	13,140.00
	pcs	HP 678 Colored	5	475.00	2,375.00
	pcs	HP 678 Black	5	475.00	2,375.00
	pcs	HP 932 Ink Black	35	1,215.00	42,525.00
	pcs	HP 933 Ink Magenta	12	995.00	11,940.00
	pcs	HP 933 Ink Cyan	12	995.00	11,940.00
	pcs	HP 933 Ink Yellow	12	995.00	11,940.00
	pcs	Laserjet Toner HP 05A	10	5,115.00	51,150.00
	pcs	Epson Inkjet 188 Black	10	1,775.00	17,750.00
	pcs	Epson Inkjet 188 Cyan	5	1,140.00	5,700.00
	pcs	Epson Inkjet 188 Yellow	5	1,140.00	5,700.00
	pcs	Epson Inkjet 188 Magenta	5	1,140.00	5,700.00
	pcs	Nakajima AX200 AX210 Typewriter Ribbon (Fullmark)	15	207.00	3,105.00

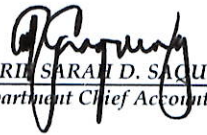
(Total Amount in words) Two Hundred Fifteen Thousand Nine Hundred Fifty Pesos P 215,950.00

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: 
(Signature over Printed Name of Supplier)
12-16-19
Date

Very truly yours, 
ENGR. ARIEL T. CAYANAN
Undersecretary for Operations
PRDP National Project Director

Fund Cluster: _____
Funds Available: _____
*Based on the earmarked amount of P215,950.00 under PRAS/PR No. 2019-166
Valid Until Dec. 31, 2019 as approved by Budget Division

* 
CHARLI SARAT D. SAQUING
Department Chief Accountant

ORS/BURS No. _____
Date of the ORS/BURS: _____
Amount: _____

ORS/BURS No. _____
Date of the ORS/BURS: _____
Amount: _____



Department of Agriculture
PHILIPPINE RURAL DEVELOPMENT PROJECT
National Project Coordination Office
4th Floor, DA Building, Elliptical Road, Diliman,
Quezon City 1100, Philippines

02 December 2019

NOTICE OF AWARD

OFFICE WAREHOUSE, INC.

c/o Jessica C. Piloneo
Sf/25-C Centris Station Eton Centris Q Ave., Q.C.
Contact No. 441-4206

Dear SIR / MADAM:

With reference to your proposal, we are pleased to confirm the Award of Contract to **OFFICE WAREHOUSE, INC.** for the **PROCUREMENT OF VARIOUS INK CARTRIDGE** with the total amount of **TWO HUNDRED FIFTEEN THOUSAND NINE HUNDRED FIFTY PESOS (PHP215,950.00)** under **Procurement Request Action Slip (PRAS) No. 2019-166**, inclusive of VAT, detailed as follows:

ITEM/DESCRIPTION	QTY/UNIT	UNIT PRICE (Php)	TOTAL PRICE (Php)
Various Ink Cartridge			
Canon 35 Black	20pcs	595.00	11,900.00
Canon 36 Colored	10pcs	965.00	9,650.00
Canon 745 Black	12pcs	755.00	9,060.00
Canon 746 Colored	12pcs	1,095.00	13,140.00
HP 678 Colored	5pcs	475.00	2,375.00
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HP 933 Ink Magenta	12pcs	995.00	11,940.00
HP 933 Ink Cyan	12pcs	995.00	11,940.00
HP 933 Ink Yellow	12pcs	995.00	11,940.00
Laserjet Toner HP 05A	12pcs	995.00	11,940.00
Epson Inkjet 188 Black	10pcs	5,115.00	51,150.00
Epson Inkjet 188 Cyan	10pcs	1,775.00	17,750.00
Epson Inkjet 188 Yellow	5pcs	1,140.00	5,700.00
Epson Inkjet 188 Magenta	5pcs	1,140.00	5,700.00
Nakajima AX200 AX210 Typewriter	5pcs	1,140.00	5,700.00
Ribbon (Fullmark)	15pcs	207.00	3,105.00
TOTAL			215,950.00

Kindly coordinate with the SBAC – Secretariat for the processing/release of the Purchase Order/Work Order.

Please give this matter your preferential attention.

Thank you.

Very truly yours,

ENGR. ARIEL T. CAYANAN
Undersecretary for Operations
and PRDP National Project Director



Department of Agriculture
PHILIPPINE RURAL DEVELOPMENT PROJECT
National Project Coordination Office
4th Floor, DA Building, Elliptical Road, Diliman,
Quezon City 1100, Philippines

**CERTIFIED TRUE COPY
OF ORIGINAL DOCUMENT**

Signed: _____

Date: _____

12/02/19

SPECIAL BIDS AND AWARDS COMMITTEE

Resolution No. 112

Series of 2019

**SUBJECT: RECOMMENDING AWARD OF CONTRACT TO OFFICE WAREHOUSE, INC. FOR
THE PROCUREMENT OF VARIOUS INK CARTRIDGE UNDER PRAS NO. 2019-
166**

REFERENCES:

- Procurement Request Action Slip (PRAS) No. 2019-166 with an Estimated Project Cost (EPC) of PHP298,450.00 under Fund Source: GAA 2019
- Included in the C.Y. 2019 AF Procurement Plan
- Mode of Procurement: Shopping under World Bank Procurement Guidelines

WHEREAS, pursuant to Section VI of the Philippine Rural Development Project Operations Manual, Procurement Guidelines (based on the World Bank Procurement Guidelines), procurement for off-the-shelf goods and small value contracts costing below \$200,000 will be awarded based on shopping procedures, by comparing price quotations obtained from at least three suppliers;

WHEREAS, Request for Quotation (RFQ) dated 11 November 2019 for Procurement of Various Ink Cartridge with an Estimated Project Cost (EPC) of PHP298,450.00 was issued to prospective suppliers. Deadline of submission of quotations/bids is set on 19 November 2019 at 10:00 AM and was extended on 21 November 2019 at 10:00AM through Supplemental/ Bid Bulletin No. 1.

WHEREAS, three (3) suppliers responded to the RFQ and submitted to the DA-PRDP SBAC their respective accomplished RFQ forms within the set deadline;

WHEREAS, these documents were opened on 27 November 2019 at 11:00 AM to reveal the suppliers' respective quotations for the required goods, the details of which are laid out in the attached "Abstract of Bids" marked as **Annex "A"** and is made an integral part hereof;

WHEREAS, the SBAC referred the suppliers' quotations and related documents to its Technical Working Group (TWG) for the conduct of evaluation. The TWG evaluation report was submitted to the SBAC Secretariat on 29 November 2019;

The highlights of the TWG evaluation are as follows:

1. Three (3) bids were received before the deadline from different suppliers namely: Masangkay Computer Center; XEFAR Enterprises and Office Warehouse, Inc.
2. Masangkay Computer Center is non-compliant due to non-submission of Mandatory Requirements;
3. XEFAR Enterprises and Office Warehouse, Inc. are compliant with all the requirements stipulated in the Request for Quotation.
4. After thorough evaluation and verification **Office Warehouse, Inc.** is found to be the **Lowest Calculated Responsive Bidder** for the **Procurement of Various Ink Cartridge.**

WHEREAS, based on the TWG evaluation and careful review of the documents, the Committee found the same to be in order and resolved to adopt its findings;

NOW THEREFORE, THE COMMITTEE RESOLVES AS IT IS HEREBY RESOLVED, to award the Contract to **Office Warehouse, Inc.** being the Lowest Calculated Responsive Bidder in the amount of **TWO HUNDRED FIFTEEN THOUSAND NINE HUNDRED FIFTY PESOS (PHP215,950.00)** for the **PROCUREMENT OF VARIOUS INK CARTRIDGE**.

Done this 2nd day of December 2019 at the Department of Agriculture Office, Elliptical Road, Quezon City, Philippines.

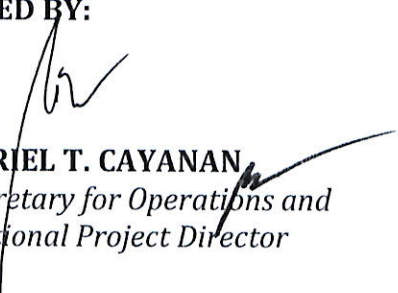

Undersecretary ROLDAN G. GORGONIO
Chairperson

ENGR. CRISTY CECILIA P. POLIDO
Vice Chairperson


CHERYL C. SUAREZ
Regular Member


ATTY. BENITO V. DANGAZO
Regular Member

APPROVED BY:


ENGR. ARIEL T. CAYANAN
Undersecretary for Operations and
PRDP National Project Director

