



Republic of the Philippines  
**DEPARTMENT OF BUDGET AND MANAGEMENT**  
GENERAL SOLANO STREET, SAN MIGUEL, MANILA  
TeleFax No. 7354979

**PURCHASE ORDER NO. 2018-169**

Supplier: <b>BOC'S TRADING CO. INC.</b>	Date:
Address: <u>264-266 San Vicente St., Mezzanine, Binondo,</u> <u>Manila</u>	Mode of Procurement: Small Value Procurement
TIN:	

Gentlemen:  
Please deliver the article(s) product(s)/supplies/materials listed below priced in accordance with your Price Quotation, subject to the Terms and Conditions enumerated at the back hereof:

Place of Delivery: DBM Bldg III Date of Delivery: 15 calendar days upon receipt of Notice to Proceed	Delivery Term: 15 calendar days upon receipt of Notice to Proceed Payment Term: Upon completion of delivery and acceptance
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Stock No.	Unit	Item and Description /Specification	Quantity	Unit Cost	AMOUNT
	BOX	Data folder Arch File (7 cm 3", Horizontal)	4	2,940.00	11,760.00

(Total Amount in Words)  
**Eleven Thousand Seven Hundred Sixty Pesos** **11,760.00**

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

Very truly yours,  
  
THEA MARIE CORINNE F. PALARCA  
OIC - Director IV, Administrative Service  
Authorized Official  
(Representing End User)

Conforme: Alfonso S. Limag  
Signature over Printed Name of Supplier  
Date 08/22/18

Funds Availability Certified by: <u>ESPERANZA D. IGNACIO</u> Accounting Division	OS No : <u>02101102018-08-1661</u> Amount : <u>11,760.00</u> Date : <u>08/08/18</u>
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Distribution of Copies:  
/ / Original copy for the Supplier's Conforme  
/ / Agency's Central Supply and Property Section for file  
/ / COA Auditor



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

**NOTICE OF AWARD**

**MS. AILEEN LIWAG**

Boc's Trading Co., Inc.  
264-266 San Vicente St.,  
Mezzanine, Binondo,  
Manila

Dear **Ms. Liwag**:


We are pleased to inform you that the project "*Purchase of 4 boxes of Data folder*" is hereby awarded to your company in the amount of Eleven Thousand Seven Hundred Sixty Pesos (P11, 760.00).

Based on evaluation of your submitted documents, the Administrative Service finds your submission as the lowest calculated and responsive quotation for the said project.

Thank you very much.

Very truly yours,

  
**THEA MARIE CORINNE F. PALARCA**  
OIC, Director IV, Administrative Service

  
AILEEN LIWAG  
08/22/18



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

**NOTICE TO PROCEED**

**MS. AILEEN LIWAG**  
Boc's Trading Co., Inc.  
264-266 San Vicente St.,  
Mezzanine, Binondo,  
Manila

Dear Ms. Liwag:

Per attached Purchase Order No. 2018-169, we hereby notify you that your Office may proceed with the delivery of the project "*Purchase of 4 boxes of Data folder*", upon receipt and acceptance of this Notice.

In this regard, your Office shall coordinate with our Procurement Management Division to ensure compliance with the item/service specification, and the terms stated at the back of the Purchase Order.

Thank you very much.

Very truly yours,

  
THEA MARIE CORINNE F. PALARCA  
OIC-Director IV, Administrative Service

8/2/2018  
Comforme / Date

Aileen <sup>Copy</sup> Liwag  
08/22/18