



Republic of the Philippines
DEPARTMENT OF BUDGET AND MANAGEMENT
 GENERAL SOLANO STREET, SAN MIGUEL, MANILA
 Trunkline: 657-3300 | TeleFax No. 7354979

PURCHASE ORDER NO. 2018-020

Supplier: BOC'S Trading Company Inc.	Date: February 1, 2018
Address: 264 San Vicente Street, Binondo, Manila	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 Building III
 Date of Delivery: Within 20 working days upon receipt of Purchase Order
 Delivery Term: Within 20 working days upon receipt of Purchase Order
 Payment Term: Upon completion of delivery and acceptance

Stock No.	Unit	Item and Description /Specification	Quantity	Unit Cost	AMOUNT
		Supply and Delivery of Stamps for Various Offices			
	pcs	Self Inking Stamp (Printy 4923)	5	905.00	4,525.00
	pc	Self Inking Stamp (Printy 4924)	2	1,185.00	2,370.00
	pc	Self Inking Stamp-Dater	2	395.00	790.00
	pc	Self Inking Stamp	2	530.00	1,060.00
	pcs	Self Inking Stamp with Dater	5	2,300.00	11,500.00
	pc	Trodat Stamp (Gerald R. Janda) (OPCCB)	1	560.00	560.00
	pc	Trodat Stamp (Francis T. Pineda) (OACMM)	1	150.00	150.00
	pc	Trodat Stamp (OAAFP)	1	2,300.00	2,300.00
	pc	Trodat Stamp (CPMS)	1	2,300.00	2,300.00
	pc	Trodat 5460 Stamp with dater (LGRCB)	1	2,410.00	2,410.00
	pcs	Rubber Stamp for Trodat Printy 4913 (LGRCB)	3	1,015.00	3,045.00
	pc	Trodat Printy 4912 (LGRCB)	1	560.00	560.00

(Total Amount In Words) **Thirty One Thousand Five Hundred Seventy Pesos** 31,570.00

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.

Conforme: *[Signature]*
 Signature over Printed Name of Supplier
2/8/18
 Date

Very truly yours,
[Signature]
RYAN S. LITA
 Director IV, Administrative Service *mas*
 Authorized Official
 (Representing End User)

Funds Availability Certified by: *[Signature]*
ESPERANZA Q. IGNACIO
 Chief Accountant

OS No : 0210102018-02/31
 Amount : 31,570-
 Date : 2/2/2018


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

February 01, 2018

MS. EMILY GALZOTE 
BOC'S Trading Company Inc.
264 San Vicente St., Binondo, Manila

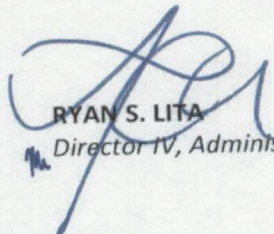

Dear **MS. GALZOTE** :

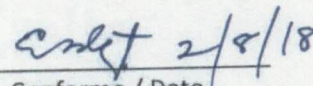
We are pleased to inform you that the project "Supply and Delivery of Stamps for Various Offices", is hereby awarded to your company in the amount of Thirty One Thousand Five Hundred Seventy Pesos (P 31,570.00).

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,


RYAN S. LITA
Director IV, Administrative Service 


Conforme / Date

Conforme / Date



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

NOTICE TO PROCEED

February 01, 2018

MS. EMILY GALZOTE
BOC'S Trading Company, Inc.
264 San Vicente St., Binondo, Manila

Dear **MS. GALZOTE**:

Per attached Purchase Order No. 2018- 020, we hereby notify you that your Office may proceed with the delivery of the project "*Supply and Delivery of Stamps for Various Offices*", 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,

RYAN S. LITA

Mr. Director IV, Administrative Service **MMB**

sent 2/8/18

Conforme / Date