

**REPUBLIC OF THE PHILIPPINES**  
**DEPARTMENT OF BUDGET AND MANAGEMENT**  
 GENERAL SOLANO STREET, SAN MIGUEL, MANILA  
 Trunkline: 657-3300

**PURCHASE ORDER NO. 2019-152**

Supplier: <b>AGM1991 OFFICE AND SCHOOL SUPPLIES</b>	Date: November 20, 2019
Address: Martinez Bldg. Dasmariñas St. 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:

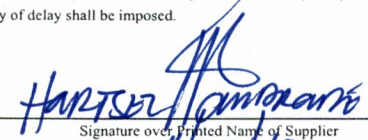
Place of Delivery: DBM Building III	Delivery Term: Fifteen (15) calendar days upon receipt of Purchase Order (P.O.)
Date of Delivery: Fifteen (15) calendar days upon receipt of Purchase Order (P.O.)	Payment Term: Upon completion of delivery and acceptance


Stock No.	Unit	Item and Description /Specification	Quantity	Unit Cost	Amount
<i>Supply and Delivery of Various Office Supplies</i>					
	packs	Absorbent Cotton (150 grams)	5	115.00	P575.00
	pcs	Styrofoam Balls (3" diameter)	300	12.00	P3,600.00
	pcs	Styrofoam Balls (1 1/2" diameter)	300	3.00	P900.00
	pcs	Glue Gun (Heavy duty, Big)	4	320.00	P1,280.00
	pcs	Hot melt Glue Stick (Big, Clear)	50	8.00	P400.00
	packs	Crepe Paper (Red)	20 <i>gr</i>	90.00	P1,800.00
	packs	Crepe Paper (Mettalic Gold)	20	240.00	P4,800.00
	set	Wallpaper (Wood design)	1	210.00	P210.00
		* Should form/fit an 8x14 ft wall		95.00	
	bottles	Spray (White, 13 oz.)	6	95.00	P570.00
	pack	Glitters (Large, Gold)	1 <i>gr</i>	135.00	P135.00
	pack	Glitters (Large, White)	1	135.00	P135.00
	gallon	Elmer's Glue	1	1,552.00	P1,552.00

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**(Total Amount In Words)** **P15,957.00**  
**Fifteen Thousand Nine Hundred and Fifty Seven 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 (1%) for every day of delay shall be imposed.

Conforme:   
 Signature over Printed Name of Supplier  
 Date: 11/22/19

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

Funds Availability Certified by:  JEFFREY DM. GILARPE OIC - Accounting Division	OS No: <u>021011012019-11-2520</u> Amount: <u>P 15,957.-</u> Date: <u>11/21/19</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



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

**NOTICE TO PROCEED**

November 20, 2019

**MR. RODRIGO PADASAS**

AGM1991 Office and School Supplies  
Martinez Bldg. Dasmariñas St.  
Binondo, Manila

Dear Mr. Padasas:

Per attached Purchase Order No. 2019-152, we hereby notify you that your Office may proceed with the delivery of the project "Supply and Delivery of Various Office Supplies", 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,

for:   
**THEA MARIE CORINNE F. PALARCA**  
Director IV, Administrative Service *GR*

  
Conforme / Date *11/22/19*



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

**NOTICE OF AWARD**

November 20, 2019

**MR. RODRIGO PADASAS**

AGM1991 Office and School Supplies  
Martinez Bldg. Dasmariñas St.  
Binondo, Manila

Dear Mr. Padasas:

We are pleased to inform you that the project "Supply and Delivery of Various Office Supplies", is hereby awarded to your company in the amount of Fiteen Thousand Nine Hundred and Fifty Seven Pesos only (Php 15,957.00).

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,

*for. Thea Marie Corinne F. Palarca*  
THEA MARIE CORINNE F. PALARCA  
Director IV, Administrative Service *SP*

*Harold Amnara*  
Conforme / Date *11/22/19*