



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

**PURCHASE ORDER NO. 2020-100**

Supplier: JAPHET UNLI-SALES TRADING CO. Mode of Procurement: NP- Small Value Procurement  
Address: 75 B, Blk 220, Bolivar St., Phase 8, North  
Fairview, Quezon City  
TIN: 009-682-557-000

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 Central Office  
Payment Term: Payment shall be made through Landbank's LDDAP- ADA / Bank Transfer facility within Sixty (60) days after submission of Billing and User Inspection and Acceptance of the Product. Bank Transfer fee shall be charged against creditor's account.  
Delivery Term: Delivery within fifteen (15) working days after issuance of Notice to Proceed

Stock No.	Unit	Item and Description /Specification	Quantity	Unit Cost	AMOUNT
		<b>SUPPLY AND DELIVERY OF VARIOUS JANITORIAL AND DISINFECTING SUPPLIES</b>			
	gallons	Alcohol	150	575.00	86,250.00
	gallons	Hand soap (Antibacterial)	150	305.00	45,750.00
	cans	Disinfectant Spray	150	430.00	64,500.00
	packs	Trash Bags	500	60.00	30,000.00
	kilos	Detergent Powder	200	150.00	30,000.00
	pcs	Mop Head	150	100.00	15,000.00
	pcs	Mop Handle	60	425.00	25,500.00
	pcs	Dust Pan	30	90.00	2,700.00
	kilo	Rags, Round, All Cotton	150	90.00	13,500.00
	pcs	Broom Stick (Ting-ting)	50	50.00	2,500.00
	pcs	Hand Brush	30	55.00	1,650.00
	pcs	Push Brush	10	120.00	1,200.00
	pcs	Toilet Bowl Brush	50	50.00	2,500.00
	pcs	Dust Mop w/ Handle	4	1,100.00	4,400.00
	pcs	Door Mat	60	45.00	2,700.00
	cont.	Glass Cleaner (5 liters)	10	455.00	4,550.00
	cont.	View Quick (5 liters)	20	1,700.00	34,000.00
	cont.	Toilet Bowl Cleaner (5 liters)	30	485.00	14,550.00
	cans	Metal Polish	10	240.00	2,400.00
		*nothing follows*			

(Total Amount In Words)  
Three Hundred Eighty Three Thousand Six Hundred and Fifty Pesos only **383,650.00**

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 over Printed Name of Supplier  
01/25/21  
Date

Very truly yours,  
  
MARISSA A. SANTOS  
OIC-Director IV, Administrative Service  
Authorized Official  
(Representing End User)

Funds Availability Certified by:  
  
JEFFREY D.M. GALARPE  
OIC - Accounting Division

OS No : 02101101-2020-12-001567  
Amount : ₱ 383,650.00  
Date : Dec. 29, 2020

**Distribution of Copies:**  
/ / Original copy for the Supplier's Conforme  
/ / Agency's Central Supply and Property Section/EUR for IAR and Payment Processing  
/ / COA Auditor  
/ / AS-PMD Copy for file



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**NOTICE TO PROCEED**

**MS. EDITHA P. MACARANAS**

Japhet Unli-Sales Trading Co.  
75 B, Blk. 220, Bolivar Street,  
Phase 8, North Fairview, Quezon City

Dear Ms. Macaranas:

Per attached Purchase Order No. 2020-100, we hereby notify you that your office may proceed with the delivery of the project, *"Supply and Delivery of Various Janitorial and Disinfecting Supplies"* upon receipt and acceptance of this Notice.

In this regard, your Office shall coordinate with our End-User Representative to ensure compliance with the item/service specification, and the terms stated at the back of the Purchase Order.

Thank you and God Bless.

Very truly yours,

**MARISSA A. SANTOS**  
OIC-Director IV, Administrative Service

Conforme:

Authorized Representative,  
Japhet Unli-Sales Trading Co.

Date:

01/25/21



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**NOTICE OF AWARD**

**MS. EDITHA P. MACARANAS**

Japhet Unli-Sales Trading Co.  
75 B, Blk. 220, Bolivar Street,  
Phase 8, North Fairview, Quezon City

Dear Ms. Macaranas:

We are pleased to inform you that the project, "*Supply and Delivery of Various Janitorial and Disinfecting Supplies*" is hereby awarded to your company in the amount of Three Hundred Eighty Three Thousand Six Hundred and Fifty Pesos only (Php 383,650.00).

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

Thank you and God Bless.

Very truly yours,

**MARISSA A. SANTOS**  
OIC-Director IV, Administrative Service

Conforme:

Authorized Representative,  
Japhet Unli-Sales Trading Co.

Date:

01/25/21