



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

**PURCHASE ORDER NO. 2022-057**

Supplier:	<b>AGM1991 OFFICE AND SCHOOL SUPPLY</b>	<b>SEP 08 2022</b> Mode of Procurement: NP- Small Value Procurement
Address:	Rm. 211 Martinez Bldg., 378 Dasmariñas St. Brgy. 291, Zone 027, Binondo, Manila	
TIN:	428-109-994-000	

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 Building III (Administrative Service)	Payment Term: Payment shall be made promptly, but in no case later than sixty (60) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user.
Delivery Term: Within Fifteen (15) calendar days from receipt of Notice to Proceed (NTP)	

Stock No.	Unit	Item and Description /Specification	Quantity	Unit Cost	AMOUNT
		<b>Supply and Delivery of Office Supplies for the Office of the Secretary</b>			
	box	File box, big, with cover	30	₱ 85.00	₱2,550.00
	piece	Twin Head Permanent marker, nibs are fine, and extra-fine, Blue	25	₱ 76.00	₱1,900.00
	piece	Twin Head Permanent marker, nibs are fine, and extra-fine, Black	25	₱ 76.00	₱1,900.00
	piece	Sign pen, 0.5mm, stainless steel cap	20	₱ 72.00	₱1,440.00
	piece	Binder clips, medium, plastic	50	₱ 4.20	₱210.00
	piece	Fluorescent marker, 2 line widths 2 + 5 mm, water-based ink, Yellow	20	₱ 47.00	₱940.00
	piece	Staple remover, heavy duty, metal	10	₱ 69.50	₱695.00
	piece	Expanding folder, short	50	₱ 16.00	₱800.00

(Total Amount In Words)  
**Ten Thousand Four Hundred Thirty-five Pesos** **₱10,435.00**

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  
**SAMUEL JASIN PADASAS**  
 Date: SEP 13 2022

Very truly yours,  
**ANDREA CELENE M. MAGTALAS**  
 Director IV, Administrative Service  
 Authorized Official  
 (Representing End User)

Funds Availability Certified by:  <b>JEFFREY DM. BALARPE</b> Chief Accountant	OS No : <u>021011012022-09-809</u> Amount : <u>₱ 10,435 -</u> Date : <u>09/06/22</u>
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**Distribution of Copies:**  
 // Original copy for the Supplier's Conforme  
 // Agency's Central Supply and Property Section for file  
 // AS-PMD File  
 // COA Auditor



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

**NOTICE OF AWARD**

SEP 08 2022

**MR. SAMUEL JASON PADASAS**

AGM1991 Office and School Supply  
Rm. 211, Martinez Bldg.  
378 Dasmarinas St. Brgy. 291  
Zone 027, Binondo, Manila

Dear **Mr. Padasas:**

We are pleased to inform you that the project, "*Supply and Delivery of Office Supplies for the Office of the Secretary*" is hereby awarded to your company in the amount of Ten Thousand Four Hundred Thirty-five Pesos (Php10,435.00).

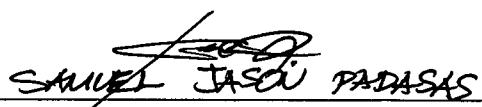
Based on the evaluation of your submitted documents, the Administrative Service finds your submission as the lowest calculated and responsive quotation for the said project.

Thank you and God Bless.

Very truly yours,

  
**ANDREA CELENE M. MAGTALAS**  
Director IV, Administrative Service

Conforme:

  
SAMUEL JASON PADASAS  
Authorized Representative,  
AGM1991 Office and School Supply

Date:

SEP 12 2022



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

**NOTICE TO PROCEED**

SEP 08 2022

**MR. SAMUEL JASON PADASAS**

AGM1991 Office and School Supply  
Rm. 211, Martinez Bldg.  
378 Dasmarinas St. Brgy. 291  
Zone 027, Binondo, Manila

Dear **Mr. Padasas:**

Per attached Purchase Order No. 2022-057, we hereby notify you that your office may proceed with the delivery of the project, *"Supply and Delivery of Office Supplies for the Office of the Secretary."*

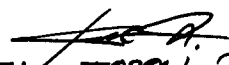
In this regard, your Office shall coordinate with the Administrative Service- General Services Division to ensure compliance with the item/service specification, and the terms stated at the back of the Purchase Order.

Thank you and God Bless.

Very truly yours,

  
**ANDREA CELENE M. MAGTALAS**  
Director IV, Administrative Service

Conforme:

  
SAMUEL JASON PADASAS  
Authorized Representative,  
AGM1991 Office and School Supply

Date:

SEP 12 2022