



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
REGION VIII

## NOTICE OF AWARD

October 16, 2024

**The Manager**  
**TACLOBAN TAP COMMERCIAL**  
Tacloban City

Dear **Sir/Madam**:

This is to notify you that your Bid for the "**SUPPLY AND DELIVERY OF VARIOUS JANITORIAL AND OFFICE SUPPLIES FOR 4TH QUARTER FY 2024**" specifically **Items 1, 2, 3, 5, 7, 8, 9, 10, 11, 12, 14, 15, 16, 17, 19, 20, 21, 25, 27, 28, 29, 30, 31, 33, 35 and 36** for the contract Price of **Fifty Nine Thousand Three Hundred Fifty-Four Pesos (₱ 59,354.00) Only** is hereby accepted.


Please refer to the attached signed quotation for the details of the specifications. May we remind likewise that processing of payment is subject to compliance with the required documentary requirements provided in the procurement terms and conditions of the Request for Quotation.

For information and guidance.

Very truly yours,

  
**IMELDA C. LACERAS, CESO III**  
Regional Director

Conforme:

  
\_\_\_\_\_  
(Signature over Printed Name)  
**Manager / Authorized Representative**  
**TACLOBAN TAP COMMERCIAL**  
Date of Receipt: 10-17-24

**PURCHASE ORDER**  
**Department of Budget and Management**  
**Regional Office VIII**  
*Villa Ruiz, Bgy 77, Marasbaras, Tacloban City*  
*Tel. No. (053) 888-0548, & 832-1628*

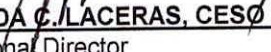
Supplier : <b>TACLOBAN TAP COMEMRCIAL INC</b>		No. : <u>2024-10-041</u>			
Address : Tacloban City		Date : October 16, 2024			
TIN :		Mode of Procurement : Shopping 52.1(b)			
Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery : DBM RO VIII, Marasbaras, Tacloban City		Delivery Term :			
Date of Delivery : See note below.		Payment Term : LDDAP-ADA			
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
		<b>SUPPLY AND DELIVERY OF VARIOUS JANITORIAL AND OFFICE SUPPLIES FOR 4TH QUARTER FY 2024</b>			-
		<b>A. OFFICE AND JANITORIAL SUPPLIES</b>			-
	pc	Ballpen, Black, Oil Base Gel Pen	60	5.00	300.00
	pc	Ballpen, Blue, Oil Base Gel Pen	60	5.00	300.00
	pack	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	20	42.00	840.00
	pc	Calculator, Compact, 12 digit, two-way power	5	650.00	3,250.00
	box	Clip Backfold, 2 inch (50 mm)	8	65.00	520.00
	box	Clip Backfold, 1.25 inch (32 mm)	19	38.00	722.00
	box	Clip Backfold, 1 inch (25 mm)	24	21.00	504.00
	box	Clip Backfold, .75 inch (19 mm)	13	14.00	182.00
	pcs	Correction Tape, 8 meters x 5 mm	50	19.50	975.00
	btl	Dishwashing Liquid, 250ml, antibacterial, concentrated	30	90.00	2,700.00
	box	Fastener, metal, non-sharp edges, 50 sets per box, non-rust	10	55.00	550.00
	pc	Flag, Republic of the Philippines, lightweight, 3x5ft	1	250.00	250.00
	ream	Folder, tagboard, Legal, 100 pcs per box, white color	2	480.00	960.00
	can	Insecticide, water-based, 600ml, Aerosol, Long-Nozzle	75	495.00	37,125.00
	pcs	Marker, Permanent Black, Quick-Drying Oil-Base Ink, Fine tip	4	14.00	56.00
	pcs	Marker, Permanent Blue, Blue, Quick-drying Oil Base Ink, Fine tip	4	14.00	56.00
	set	Mop & Bucket Set; with 1 Microfiber Mop Head; 360° rotating mop head; With spin-dry mechanism; Polypropylene Plastic (mop bucket); Stainless steel mop handle; Floor Bucket Measurement - L40xW22xH23cm; Mop Handle - 14.2cmx109.5cm	3	950.00	2,850.00
	pcs	Puncher, Two-Hole, Standard, 30-sheet capacity	1	180.00	180.00
	box	Rubber Band No. 18, 350g	4	210.00	840.00
	pcs	Sign pen, Black .5mm, gel ink, needle/fine tip	128	21.00	2,688.00
	pcs	Sign pen, Blue .5mm, gel ink, needle/fine tip	72	21.00	1,512.00
	pcs	Sign pen, Red, .5mm, gel ink, needle/fine tip	10	21.00	210.00
	ream	Specialty Paper, A4, 180gsm, Cream Color	1	1,050.00	1,050.00
	roll	Tape, transparent, 48mm, 20m	13	28.00	364.00
	roll	Tape Packaging, 48mm, 20m	5	28.00	140.00
	btl	Liquid Bleach, multi-purpose use, anti-bacterial, unscented, 1 liter	5	46.00	230.00
		<b>Terms and Conditions:</b>			
		1. Payment shall be made three (3) working days upon receipt of Bill/Charge Invoice.			
		2. Price shall be inclusive of 12% VAT and delivery charge.			
		3. Location Delivered: DBM RO VIII, Villa Ruiz Road, Brgy. 77 Marasbaras, Tacloban City			
		4. Delivery Period			
		Ten (10) Calendar Days upon receipt of NOA and PO			

59,354.00


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

We reserve the right to return the above items in case of defects and if found not in accordance with the agreed specifications.

Very Truly yours,

  
**IMELDA C. LACERAS, CESO III**  
Regional Director

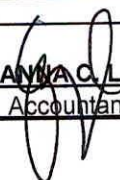
Conforme:

  
(Signature over printed name)

10-19-24  
Date

Fund Cluster : \_\_\_\_\_  
Funds Available : \_\_\_\_\_

ORS/BURS No. : \_\_\_\_\_  
Date of the ORS/BURS: \_\_\_\_\_

  
**MA. JOANNA C. LANTAJO**  
Accountant

Amount : \_\_\_\_\_