



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
REGION VIII

NOTICE OF AWARD

February 19, 2025

The Manager
LEYTE PAPERWORLD
Tacloban City

DEPARTMENT OF BUDGET AND MANAGEMENT
REGIONAL OFFICE VIII
TACLOBAN CITY, LEYTE

**OFFICIAL
RELEASE**

☐ EMAIL ONLY ☐ WITH EMAIL ☒ WITH HARDCOPY

BY: LORELIE R. BADAJOS

DATE: 2/19/25

Dear **Sir/Madam**:

This is to notify you that your Bid for the "**SUPPLY AND DELIVERY OF VARIOUS JANITORIAL AND OFFICE SUPPLIES FOR 1ST QUARTER FY 2025**" for the contract Price of **Fifty-Three Thousand Four Hundred Fifty-One Pesos and 50/100 (P53,451.50)** 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:


ERMELINDA C. MARTINEZ

(Signature over Printed Name)
Manager / Authorized Representative
LEYTE PAPERWORLD
Date of Receipt: 2/20/25

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 : LEYTE PAPERWORKS		P.O. No. : 2025-02-009	
Address : Tacloban City		Date : February 19, 2025	
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
		SUPPLY AND DELIVERY OF VARIOUS JANITORIAL AND OFFICE SUPPLIES FOR 1ST QUARTER FY 2025			
	pack	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	20	42.50	850
	pack	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack	20	62.50	1,250
	piece	CUTTER/UTILITY KNIFE, for general purposes; Non-Rust, Standard Blade Requirement: L- 100mm, W-16mm	2	68.00	136
	can	DISINFECTANT SPRAY, 400ml, Antibacterial, Aerosol, Lavender-10 cans & Lemon - 10 cans	30	568.00	17,040
	roll	DOUBLE SIDED TAPE, 1 inch, 10m - Length, .75mm - Thickness	7	33.50	234.5
	bottle	DISWASHING LIQUID, 250ml, antibacterial, concentrated	30	99.00	2,970
	can	INSECTICIDE, 600ml, Aerosol, Long-Nozzle	30	485.00	14,550
	bottle	HAND SOAP, liquid, Antibacterial, 500ml	30	118.00	3,540
	pad	NOTEPAD, stick-on, 76mm x 100mm, 100 sheets per pad	25	25.00	625
	piece	MARKER, Permanent, Black, Quick-Drying Oil-Base Ink, Fine tip	12	38.00	456
	piece	MARKER, Permanent, Blue, Quick-Drying Oil-Base Ink, Fine tip	6	38.00	228
	piece	STAPLER, standard type, 200 staples load capacity; 55(H) X 50(W) X 122.5(L)mm; Stapling Capacity: 2-30 sheets of paper	6	540.00	3,240
	unit	STAPLER, Heavy-duty binder, Max- 240 sheets; Long Arm Heavy Duty Binding Staple; Distance that can be stapled : 8.5-9 inches; Stapling Capacity : 240 Sheets	1	2,450.00	2,450
	roll	TAPE, electrical, 19mm x 16m	2	48.00	96
	pc	Toilet Freshener, 180g, Scented Gel, Lavender	15	198.00	2,970
	set	Sticky Note Pad, with "Sign Here" Colors : Blue, Green, Yellow, Orange, Pink; Quantity : 25 sheets per colors [Total = 125 Sheets]; and Size : 0.5" x 1.7"		88.00	2,816
		Terms and Conditions: 1.Payment shall be made within three (3) working days upon receipt of Bill/Charge Invoice and valid Tax Clearance issued by the BIR. 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			
					53,451.50

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.

Conformed by: **EMELINDA C. MARTINEZ**

(Signature over printed name)

Date: 2/20/25

Very Truly yours,

IMELDA E. LACERAS, CESO III
Regional Director

Fund Cluster : _____

Funds Available : _____

MA. JOANNA C. LANTAJO
Accountant

ORS/BURS No. : _____

Date of the ORS/BURS: _____

Amount : _____