

# PURCHASE ORDER

DEPARTMENT OF SOCIAL WELFARE & DEVELOPMENT

IBP Road, Constitution Hills, Quezon City

1/25

Supplier :	EXCELPRESS INCORPORATED	PO No. :	2018-01-0027
Address :	5 T. Bugallon St. Marikina Heights Marikina City Metro Manila	Date :	January 29, 2018
Tel. No. :	997-53-97/475-01-89	Mode of Procurement :	NP-Small Value
TIN :	243-819-266-000		

Gentlemen:

PSR

Please furnish this office the following articles subject to the terms and conditions contained herein:


Place of Delivery:	PS Warehouse, DSWD-Central Office, IBP Road, Constitution Hills Q.C.	Delivery Term:	Seven (7) working days upon receipt of P.O.
Date of Delivery:		Payment Term:	Fifteen (15) to Thirty (30) days upon final inspection and acceptance

Stock / Property No.	Unit	Description	Quantity	Unit Amount	Amount
	pad	Customized Notepad for 2018 Adoption Consciousness Celebration  Specifications: Size: 4 inches x 6 inches Side: Single sided Paper- copy paper, 80 gsm (white) Padded 25 sheet per pad with attached design  Sample to be submitted before production (subject for proofing)  Contact person: Ms. Maricel Bringas Contact no. : 0915-2260540 and PSB Tel. 9517437  xxxxxxxxxxxxxxxxxxxnothing followsxxxxxxxxxxxxx  Reference PR No. : 2018010039 AOQ No. 18-0021 NP-SV	600	13.65	8,190.0


(Total Amount in Words)	Eight Thousand One Hundred Ninety Pesos	P	8,190.
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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 on the undelivered item/s.

Conforme:

  
Arvin Gumbay  
 Signature over printed name of Supplier  
Feb 07 2018  
 Date

Very truly yours,

  
MA. ALICIA S. BONOAN  
 Signature over Printed Name of Authorized Official  
 Director and OIC, PSB  
 Designation *dh kn*

Fund Cluster: 002 320 104-1-1  
 Funds Available: # 8,190-

ORS/BURS No.: 02-10101-2018-01-00227  
 Date of the ORS/BURS: \_\_\_\_\_  
 Amount: # 8,190-

JUBIE LEAH MAE. S. COLES

Signature over Printed Name of Chief Accountant/  
 Head of Accounting Division/Unit



BIDS AND AWARDS COMMITTEE - I

ABSTRACT OF QUOTATIONS No. 18-0021 NP-SV

Lot	Qty.	Unit	End-User's Specifications	AMAR GRAPHIC CENTER		VJ GRAPHICS ARTS, INC.		EXCELPRESS INCORPORATED	
				UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST
	600	pads	Customized Notepad for 2018 Adoption Consciousness Celebration	18.00	10,800.00	17.50	10,500.00	13.65	8,190.00
			Specifications: size: 4 inches x 6 inches Side : single sided Paper - copy paper, 80 gsm (white) - padded - 25 sheet per pad See attached design xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx Date Needed : February 8, 2018 Place of Delivery: DSWD Central Office Sample to be submitted before production (subject for proofing) Approved Budget for the Contract: PhP 15,000.00						
				Total	10,800.00	Total	10,500.00	Total	8,190.00
				COMPLYING		COMPLYING		COMPLYING	

Deliberated by the BIDS AND AWARDS COMMITTEE-I (BAC-I) on 24 January 2018 and recommends:

- AWARD TO EXCELPRESS INCORPORATED (as encircled)
- RETURN TO END-USER FOR REVIEW OF THE SPECIFICATIONS/TERMS OF REFERENCE
- RETURN TO END-USER FOR REVIEW OF THE APPROVED BUDGET FOR THE CONTRACT
- RECANVASS

ON OFFICIAL BUSINESS/TRAVEL  
 DIR. FELINO O. CASTRO V (DReAMB)  
 Regular Member, BAC-I

ON OFFICIAL BUSINESS/TRAVEL  
 DIR. MARITES M. MARISTELA (SB)  
 Alternate Member, BAC-I

ON OFFICIAL BUSINESS/TRAVEL  
 U/SEC. FLORITA R. VILLAR (OUS-PPG)  
 Chairperson, BAC-I

DIR. NATIVIDAD V. CANLAS (UFMU)  
 Provisional Member, BAC-I

vacant  
 Alternate Provisional Member, BAC-I

DIR. CARLO LORENDO C. CASTRO (LS)  
 Vice-Chairperson, BAC-I

MS. ALECELLE ERANO (OSEC)  
 Provisional Member, BAC-I

ON OFFICIAL BUSINESS/TRAVEL  
 MR. SAMUEL GENITA (OSEC)  
 Alternate Provisional Member, BAC-I

Customized Notepad for 2018 Adoption Consciousness Celebration  
 2018010039





