



Republic of the Philippines  
Department of the Interior and Local Government  
Regional Office V

**REGIONAL OFFICE BIDS AND AWARDS COMMITTEE**

**NOTICE OF AWARD**

March 21, 2023

**The Manager**  
LEGAZPI JEBSON TRADING  
Legazpi City

**Dear Sir/Madam:**

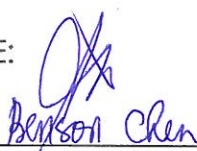
We are pleased to inform you that your quotation for the **Purchase of Office Supplies for the Operational Use of the DILG Regional Office V for the First Semester of 2023** with the contract price equivalent to One Hundred Eighty Thousand Thirteen Pesos and Thirty Five Centavos Only (180,013.35) is hereby accepted.

Please acknowledge receipt and acceptance of this Notice by signing all copies. Retain one copy and return the other to the BAC Secretariat Office, DILG Regional Office V, Rizal Street Legazpi City.

Very truly yours,



  
**ATTY. ARNALDO E. ESCOBAR JR, CESO V**  
Regional Director

CONFORME:

By:   
(Signature over Printed Name)

Date: 30 MAR 2023

**"Matino, Mahusay at Maaasahan"**

 Rizal St., Legazpi City  
 (052) 4801484; 4801486  (052) 4804023  
 <http://region5.dilg.gov.ph>  
 region5dilg@gmail.com



Republic of the Philippines  
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
Regional Office V  
Legazpi City

**BAC RESOLUTION DECLARING LEGAZPI JEBSON TRADING AS THE BIDDER WITH THE LOWEST CALCULATED AND RESPONSIVE BID (LCRB) FOR THE CONTRACT: 'PURCHASE OF OFFICE SUPPLIES FOR THE OPERATIONAL USE OF THE DILG REGIONAL OFFICE V FOR THE FIRST SEMESTER OF 2023**  
**LCRB-RFQ NO. GDS-2023-092**

**WHEREAS**, the Department of the Interior and Local Government Regional Office No. 5 requested quotation/s for the **Purchase of Office Supplies for the Operational Use of the DILG Regional Office V for the First Semester of 2023** with an Approved Budget for the Contract (ABC): One Hundred Eighty-Nine Thousand Nine Hundred Forty-Seven Pesos (189,947.00)

**WHEREAS**, the BAC resorted to **Small Value Procurement (53.9)** as an alternative mode of procurement posted in PhilGEPs and in the Project Bulletin Board for the period from March 16, 2023 to March 20, 2023.

**WHEREAS**, the committee waived the formalities of competitive bidding procedures, the evaluation shall be per lot basis.

**WHEREAS**, the BAC Secretariat presented Five (5) quotations from bidders/suppliers as follows:

BIDDER	BID AMOUNT	REMARKS
LEGAZPI JEBSON TRADING	Php 180,013.35	RANK 1
ORAGON MAGAYON GENERAL MERCHANDISE	Php 181,511.00	RANK 2
MASWAH OFFICE & SCHOOL SUPPLIES TRADING	Php 181,837.00	RANK 3
NEW EVANESS EDUCATIONAL SUPPLY	DQ: NO ELIGIBILITY DOCUMENT SUBMITTED	DQ: NO ELIGIBILITY DOCUMENT SUBMITTED
PANDAYAN BOOKSHOP INC.	DQ: NO ELIGIBILITY DOCUMENT SUBMITTED	DQ: NO ELIGIBILITY DOCUMENT SUBMITTED

**WHEREAS**, upon examination, validation and verification of all the eligibility, technical and financial requirements submitted by **LEGAZPI JEBSON TRADING** its bid was found to be responsive;

**WHEREAS**, the BAC declared and recommended **LEGAZPI JEBSON TRADING** as the Lowest Calculated and Responsive Bidder.

**NOW, THEREFORE**, We, the members of the Bids and Awards Committee, hereby **RESOLVE**, as it is hereby **RESOLVED**

To recommend for the approval and awarding of **LEGAZPI JEBSON TRADING** as the bidder with the lowest calculated and responsive bid for the contract **PURCHASE OF OFFICE SUPPLIES FOR THE OPERATIONAL USE OF THE DILG REGIONAL OFFICE V FOR THE FIRST SEMESTER OF 2023** with the amount of One Hundred Eighty Thousand Thirteen Pesos and Thirty Five Centavos Only (180,013.35).

**RESOLVED**, at the DILG RO V Conference Room this 20<sup>th</sup> day of March 2023.

**MA. GRACE JOY U. TANGO**  
Provisional Member

**ATTY. MAGDALENA A. BORBE-MALLARI**  
Regular Member

**LUNINGNING Z. BRAZIL**  
Provisional Member

**MA. RUTHEL P. GIGANTOCA**  
BAC Vice - Chairperson

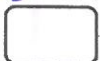
**MAE G. CLEMENTE**  
Regular Member

**AMALINE R. COLINA**  
Regular Member

**DARLYN D. AYENDE**  
BAC Chairperson



Approved



Disapproved

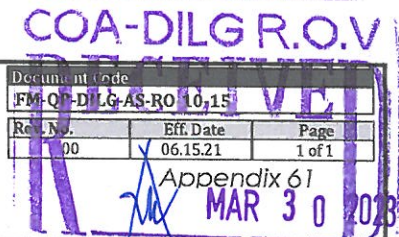
**ATTY. ARNALDO E. ESCOBER, JR. CESO V**  
Regional Director





Republic of the Philippines  
Department of the Interior and Local Government  
Regional Office No. V, Rizal Street, Legazpi City

PURCHASE ORDER



Supplier : <b>LEGAZPI JEBSON TRADING</b>	P.O. No. <b>GDS-2023-092</b>
Address : Legazpi City	Date : March 21, 2023
TIN : 928-393-022-00000	Mode of Procurement : Small Value Procurement (53.9)

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

**Purchase of Office Supplies for the Operational Use of the DILG Regional Office V for the First Semester of 2023**

Place of Delivery : <b>DILG Regional Office V</b>	Delivery Term : 7 Calendar Days Upon Receipt of PO
Date of Delivery :	Payment Term :

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	gallon	ALCOHOL, Ethyl, 1 Gallon	20	580.00	11,600.00
2	box	SIGN PEN, Black, liquid or gel, 12pcs/box	25	254.00	6,350.00
3	piece	CLEARBOOK, 20 transparent pockets, legal	7	45.00	315.00
4	box	SIGN PEN, Blue, liquid or gel, 12pcs/box	31	254.00	7,874.00
5	box	SIGN PEN, Red, liquid or gel, 12pcs/box	16	254.00	4,064.00
6	pack	BATTERY, dry cell, size AA, Two (2) pieces per blister pack <b>(Eveready 2's/pack)</b>	30	40.00	1,200.00
7	pack	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack <b>(Eveready 2's/pack)</b>	25	54.00	1,350.00
8	can <b>(Bottle)</b>	AIR FRESHENER, Aerosol type, 150g <b>(320 ml GLADE)</b>	31	226.00	7,006.00
9	piece	BROOM, Soft (Walis Tambo)	1	149.75	149.75
10	can <b>(Bottle)</b>	DISINFECTANT SPRAY, Aerosol type, 400g <b>(340 g)</b>	25	435.00	10,875.00
11	piece	DUST PAN, rigid non-breakable plastic <b>(PLASTIC)</b>	2	70.00	140.00
12	bottle	LIQUID HAND SOAP, 500mL <b>(225 ML LYSOL)</b>	20	105.00	2,100.00
13	bundle	RAGS, all cotton, 1 kilo per bundle	13	128.00	1,664.00
14	pack	TRASHBAG, black, 37" x 40", XL, 10 pieces per roll or pack	7	75.00	525.00
15	bottle	INK, for stamp pad, 50mL <b>(30 ML)</b>	6	21.00	126.00
16	box	CARBON FILM, Legal, 100 sheets per box <b>(PLASTOFOIL)</b>	2	700.00	1,400.00
17	unit	ELECTRIC FAN, stand type <b>(16" EUREKA)</b>	3	1,850.00	5,550.00
18	unit	MOUSE, OPTICAL, USB connection type	8	128.00	1,024.00
19	jar	GLUE, all-purpose, 200 grams <b>(KIPPY)</b>	10	105.00	1,050.00
20	box	STAPLE WIRE, heavy duty (binder type), 23/13	13	48.00	624.00
21	box	STAPLE WIRE, standard <b>(#35)</b>	60	44.00	2,640.00
22	roll	TAPE, electrical <b>(SMALL ROLL)</b>	6	30.00	180.00
23	roll	TAPE, masking, 24mm <b>(1")</b>	42	42.00	1,764.00



24	roll	TAPE, packaging, 48 mm <b>(2" X 80 M)</b>	24	48.00	1,152.00
25	roll	TAPE, transparent, 24mm <b>(1" X 40M)</b>	56	18.00	1,008.00
26	roll	TAPE, transparent, 48 mm <b>(2" X 80M)</b>	38	45.00	1,710.00
27	roll	TWINE, plastic	3	95.00	285.00
28	unit	CALCULATOR, Compact <b>(CASIO M X 12B)</b>	1	495.00	495.00
29	box	CLIP, backfold, 19mm <b>(3/4" BLACK)</b>	50	16.00	800.00
30	box	CLIP, backfold, 25mm <b>(1" BLACK)</b>	50	26.00	1,300.00
31	box	CLIP, backfold, 32mm <b>(1 1/4")</b>	50	36.00	1,800.00
32	box	CLIP, backfold, 50mm <b>(2")</b>	50	74.00	3,700.00
33	piece	CORRECTION TAPE, 8 meters	30	30.00	900.00
34	piece	CUTTER/UTILITY KNIFE, for general purpose	1	25.00	25.00
35	piece	DATA FILE BOX	50	149.50	7,475.00
36	piece	DATING AND STAMPING MACHINE <b>(COLOP S120 MINI DATER)</b>	6	308.00	1,848.00
37	box	ENVELOPE, Documentary, legal, 500 pieces per box <b>(250's/pack)</b>	1/2	625.00	625.00
38	box	FASTENER, metal, non-sharp edges, 50 sets per box <b>(TM)</b>	34	49.00	1,666.00
39	piece	FILE ORGANIZER, expanding, plastic, legal <b>(ACCORDION EN.)</b>	12	160.00	1,920.00
40	pack	FOLDER, L-type, A4, 50 pieces per pack	4	350.00	1,400.00
41	pack	FOLDER, L-type, legal, 50 pieces per pack <b>(PB PLAIN)</b>	2	375.00	750.00
42	pack	FOLDER, pressboard, 100 pieces per box	4	1,385.00	5,540.00
43	pack box	FOLDER with tab, legal, 100 pieces per pack <b>(PLASTIC TAB)</b>	4	1,350.00	5,400.00
44	box	INDEX TAB, self-adhesive, transparent, 5 sets per box	25	98.00	2,450.00
45	set	MARKER, Flourescent, 3 colors per set <b>(STABILO)</b>	5	138.00	690.00
46	piece	MARKER, Permanent, Black <b>(PILOT)</b>	16	35.00	560.00
47	piece	MARKER, Permanent, Blue <b>(PILOT)</b>	16	35.00	560.00
48	piece	MARKER, Permanent, Red <b>(PILOT)</b>	10	35.00	350.00
49	piece	MARKER, Whiteboard, Black <b>(HBW W/BOARD)</b>	12	28.00	336.00
50	piece	MARKER, Whiteboard, Blue <b>(HBW W/BOARD)</b>	12	28.00	336.00
51	piece	MARKER, Whiteboard, Red <b>(HBW W/BOARD)</b>	10	28.00	280.00
52	box	PAPER CLIP, vinly/plastic coated, 33mm <b>(TM)</b>	54	12.50	675.00
53	box	PAPER CLIP, vinly/plastic coated, jumbo, 50mm <b>(TM)</b>	25	25.00	625.00
54	box	PENCIL, lead/graphite, with eraser, one (1) dozen per box <b>(MONGOL)</b>	10	118.00	1,180.00
55	piece	PENCIL SHARPENER, manual, single cutter head	4	300.00	1,200.00

56	piece	PUNCHER, paper, heavy duty	2	198.00	396.00
57	box	RUBBER BAND No. 18, 350g (BRITE)	2	180.00	360.00
58	piece	STAPLER, standard type (JOY W/REMOVER #35)	45	118.00	5,310.00
59	piece	STAPLE REMOVER, plier type	26	78.00	2,028.00
60	piece	TAPE DISPENSER, table top	1	115.00	115.00
61	pack	CARTOLINA, assorted colors, 20 pieces of assorted colors per pack	5	150.00	750.00
62	pad	NOTE PAD, stick on, 2" x 3", 100 sheets per pad	15	15.00	225.00
63	pad	NOTE PAD, stick on, 3" x 4", 100 sheets per pad	15	29.00	435.00
64	pad	NOTE PAD, stick on, 3" x 3", 100 sheets per pad	15	23.00	345.00
65	piece	NOTEBOOK, stenographer (60s)	12	19.80	237.60
66	ream	PAPER, MULTICOPY A4, 500 sheets per ream (ADV. Bond S-20)	37	210.00	7,770.00
67	ream	PAPER, MULTIPURPOSE A4, 500 sheets per ream (ADV. Bond S-20)	75	210.00	15,750.00
68	ream	PAPER, MULTIPURPOSE LEGAL, 500 sheets per ream (ADV. Bond S-20)	50	220.00	11,000.00
69	book	RECORD BOOK, 300 PAGES (OFFICIAL VISION)	26	160.00	4,160.00
70	book	RECORD BOOK, 500 PAGES (OFFICIAL)	8	215.00	1,720.00
71	pack	TISSUE, INTERFOLDED PAPER TOWEL, 150 pulls per pack (KAMI)	10	56.00	560.00
72	pack	TOILET TISSUE PAPER, 2 ply, 12 rolls in a pack (KAMI)	80	128.00	10,240.00
***One Hundred Eighty Thousand Thirteen Pesos and Thirty Five Centavos Only***					180,013.35

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

Conforme:

Very truly yours,

Signature over Printed Name of Supplier

ATTY. ARNALDO E. ESCOBAR JR, CESO V  
REGIONAL DIRECTOR

Date

Fund Cluster : 01  
Funds Available :

COREE MODESSA F. BADONG  
ACCOUNTANT III

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

Regular (Supplies)





Republic of the Philippines  
Department of the Interior and Local Government  
Regional Office V

**REGIONAL OFFICE BIDS AND AWARDS COMMITTEE**

**NOTICE TO PROCEED**

March 21, 2023

**The Manager**  
LEGAZPI JEBSON TRADING  
Legazpi City

**Dear Sir/Madam:**


The attached Notice of Award for the **Purchase of Office Supplies for the Operational Use of the DILG Regional Office V for the First Semester of 2023** has been approved; notice is hereby given to you to proceed on your delivery with the above-mentioned, 7 calendar days upon receipt of PO and upon receipt of this Notice.

Please acknowledge receipt and acceptance of this Notice by signing all copies on the space provided below. Retain one copy and return the other to the BAC Secretariat Office, DILG Regional Office V, Rizal Street Legazpi City.

Very truly yours,

  
**ATTY. ARNALDO E. ESCOBER, JR. CESO V**  
Regional Director

CONFORME:

By:   
(Signature over Printed Name)

Date: 30 MAR 2023

**"Matino, Mahusay at Maaasahan"**

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