



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



**PURCHASE ORDER**

Supplier <b>ORLINK COMPUTER SALES AND SERVICES</b>	P.O. No. <b>GDS-2024-035</b>
Address Legazpi City	Date : March 15, 2024
TIN : 917-890-957-00000	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 ICT Resources for maintenance and operational use of Budget, PDMU and RICTU offices**

Place of Delivery : <b>DILG Regional Office V</b>	Delivery Term : 30 Calendar Days upon Receipt of PO
Date of Delivery :	Payment Term :

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	pc	<b>Mouse</b> -silent -wireless -Nano reciever -dpi (atleast 2000) 3 levels	1	485.00	485.00
2	pc	<b>Headset</b> -USB type -Adjustable Headband -Digital Quality Sound -Noise Cancelling Mic	4	550.00	2,200.00
3	pc	<b>PRINTER INK for BROTHER DCP-T720DW ( Black, Cyan, Yellow, Magenta)</b> BOTTLED INKS -(D60BK BLACK),(BT6000 BK BLACK) -(BT5000C CYAN) -(BT5000Y YELLOW) -(BT5000M MAGENTA)	1	1,450.00	1,450.00
4	pc	<b>HP LaserJet Pro P1102 Printer Toner Cartridge</b> -Colour: Black -Cartridge yield (approx): 1,600 pages -Printer compatibility: M1212, M1217, P1102	1	5,500.00	5,500.00
5	pc	<b>WIFI Dongle</b> -USB WiFi Adapter for PC -Wireless Network Adapter for Desktop with 2.4GHz, 5GHz High Gain Dual Band 5dBi Antenna	2	850.00	1,700.00
6	pc	<b>Sound Card</b> -USB External Sound Card Metal Type -USB2.0 A Male 3.5mm Female -Sampling Rate: 44.1/48K@16bit Transmission Direction: USB to Headphones+Headset Shell: Aluminum Alloy	3	650.00	1,950.00
7	pc	<b>USB C Female to USB Type A Male Adapter</b> -Charging/ Data transfer -Size: about 2.3*1.2 * 0.6 CM -Weight: about 4g -Speed: 4-core solder joints are powered (up to usb3.0 speed) -Product interface: USB type A+Type-C3.0	3	325.00	975.00
8	unit	<b>A3 PRINTER</b> Fax, Print, Scan, Copy PRODUCT DIMENSIONS (WIDTH X DEPTH X HEIGHT) 575 mm x 477 mm x 310 mm PRINT SPEED 22/20 ipm PAPER TYPE Plain, Inkjet, Glossy (cast/resin), Recycled	1	44,500.00	44,500.00



		<p>PAPER SIZE A4, Letter, Executive, B5A3, Ledger, B4, Legal, Folio, A5, B6, A6, Photo-4"x6", Indexcard-5"x8", Photo-3.5"x5", Photo-5"x7", C5 Envelope, Com-10 Envelope, DL Envelope, Monarch Envelope, Mexico Legal, India Legal</p> <p>MAXIMUM PAPER CAPACITY Up to 250 sheets (80 gsm)</p> <p>RESOLUTION up to 1200x4800 dpi</p> <p>PRINTING WIDTH A3: 291 mm/297 mm (With Border/Borderless) Ledger: 273.4 mm/279.4 mm (With Border/Borderless)</p> <p>BORDERLESS A4, Letter, A6, Photo (10 cm x 15 cm), Photo L (89 mm x 127 mm), Photo 2L (13 cm x 18 cm), Index Card (127 mm x 203 mm), A3, Ledger</p> <p>2-SIDED - PAPER SIZE A3, Ledger, JIS B4, Legal, Folio, A4, Letter, Executive, A5, JIS B5, JIS B6, Mexico Legal, India Legal</p> <p>COLOUR: Yes MONOCHROME: Yes MULTIPLE COPIES: Stacks/sorts up to 999 pages ENLARGE/REDUCE: 25% to 400% (in increments of 1%)</p> <p>RESOLUTION Print: Max. 1200x4800 dpi Scan: Max. 600x600 dpi (FB) Max. 300x600 dpi (ADF)</p> <p>2-SIDED - PAPER TYPE Plain paper, Recycled paper</p> <p>2-SIDED - PAPER SIZE Ledger, Legal, Folio, Letter, A3, A4, A5, A6, Photo-4"x6", Mexico Legal, India Legal</p> <p>Connectivity: USB/USB 2.0 LAN: Yes WIRELESS LAN IEEE 802.11b/g/n (Infrastructure) IEEE 802.11g/n (Wi-Fi Direct™)</p>			
9	Unit	<p><b>KVM Switch with controller</b> 4 in (15 PIN VGA - Female) 1 out (15 PIN VGA - Female) 3 USB Port Type A 2.0 Micro Interface - 1 Interface appearance: 4 light signal indicator</p> <p>VGA Interface: VGA video input interface with power pin</p> <p>with User's Manual, 4 KVM cable and remote controller switching</p>	1	850.00	850.00

\*\*\*Fifty Nine Thousand Six Hundred Ten Pesos Only\*\*\*

59,610.00

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:

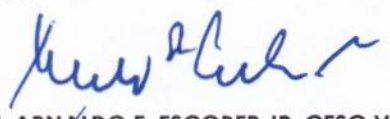
Very truly yours,

  
REBECCA B. FRANCISCO

Signature over Printed Name of Supplier


03-22-2024

Date

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

Fund Cluster : 01

Funds Available :



JUNIECEL M. FAJARDO  
OIC-REGIONAL ACCOUNTANT

ORS/BURS No. : \_\_\_\_\_

Date of the ORS/BURS: \_\_\_\_\_

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

SR 2024-01-0008





Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
**REGIONAL OFFICE V**  
 Rizal St., Legazpi City

**BAC RESOLUTION DECLARING ORLINK COMPUTER SALES AND SERVICES THE BIDDER WITH THE SINGLE LOWEST CALCULATED AND RESPONSIVE BID (SLCRB) FOR THE CONTRACT: PURCHASE OF ICT RESOURCES FOR MAINTENANCE AND OPERATIONAL USE OF BUDGET, PDMU AND RICTU OFFICES SLCRB-RFQ NO.GDS-2024-035**

**WHEREAS**, the Department of the Interior and Local Government Regional Office No. 5 requested quotation/s for the **PURCHASE OF ICT RESOURCES FOR MAINTENANCE AND OPERATIONAL USE OF BUDGET, PDMU AND RICTU OFFICES** with an Approved Budget for the Contract (ABC): Fifty Nine Thousand Nine Hundred Sixty Pesos and Twenty Centavos (59,960.20).

**WHEREAS**, the committee waived the formalities of competitive bidding procedures and resorted to **SMALL VALUE PROCUREMENT (53.9)** as an alternative mode of procurement;

**WHEREAS**, said procurement was posted in the Project Bulletin Board for the period from March 1, 2024 to March 8, 2024, the evaluation shall be per lot basis;

**WHEREAS**, the BAC Secretariat presented Three (3) quotations from bidders/suppliers as follows:

BIDDER	BID AMOUNT	REMARKS
<b>ORLINK COMPUTER SALES AND SERVICES</b>	<b>Php 59,610.00</b>	<b>S/LCRB</b>
DENVER'S COMPUTER SHOPPE, INC	Php 54,358.00	INCOMPLETE BID NON RESPONSIVE
ALBAY COMPUTER & ELECTRONICS SUPPLIES & REPAIR	DQ: NO PHILGEPS NUMBER NO ATTACHMENT	DQ: NO PHILGEPS NUMBER NO ATTACHMENT

**WHEREAS**, upon examination, validation and verification of all the eligibility, technical and financial requirements submitted by **ORLINK COMPUTER SALES AND SERVICES** its bid was found to be responsive;

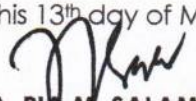
**WHEREAS**, the BAC declared and recommended **ORLINK COMPUTER SALES AND SERVICES** as the Single Lowest Calculated and Responsive Bidder.

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

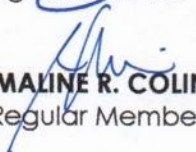
To recommend for the approval and awarding of as the bidder with the Single Lowest Calculated and Responsive Bid for the contract **PURCHASE OF ICT RESOURCES FOR MAINTENANCE AND OPERATIONAL USE OF BUDGET, PDMU AND RICTU OFFICES** with the amount of Fifty Nine Thousand Six Hundred Ten Pesos Only (59,610.00).


RESOLVED, at the DILG RO V LGRRRC Library this 13<sup>th</sup> day of March 2024.

  
**RICO E. GAURINO**  
 Regular Member

  
**MA. PIA M. SALAMEÑO**  
 Regular Member

  
**MAE G. CLEMENTE**  
 Regular Member

  
**AMALINE R. COLINA**  
 Regular Member

  
**GRACE S. MAGO**  
 Provisional Member

  
**MAUREEN E. MALAZARTE**  
 Provisional Member

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

Approved

Disapproved

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





BAGONG PILIPINAS

Republic of the Philippines  
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
REGIONAL OFFICE V  
Rizal St., Legazpi City

## REGIONAL OFFICE BIDS AND AWARDS COMMITTEE

### NOTICE OF AWARD

March 15, 2024

**The Manager**

ORLINK COMPUTER SALES AND SERVICES  
Legazpi City

**Dear Sir/Madam:**

We are pleased to inform you that your quotation for the **Purchase of ICT Resources for maintenance and operational use of Budget, PDMU and RICTU offices** with the contract price equivalent to Fifty Nine Thousand Six Hundred Ten Pesos Only (59,610.00) 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:

REBECCA B. FRANCISCA  
(Signature over Printed Name)

Date:

03-22-2024

**“Matino, Mahusay at Maaasahan”**

Rizal St., Legazpi City

(052) 4801484; 4801486 (052) 4804023

<http://region5.dilg.gov.ph>

region5dilg@gmail.com



BAGONG PILIPINAS

Republic of the Philippines  
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
REGIONAL OFFICE V  
Rizal St., Legazpi City

## REGIONAL OFFICE BIDS AND AWARDS COMMITTEE

### NOTICE TO PROCEED

March 15, 2024

**The Manager**

ORLINK COMPUTER SALES AND SERVICES  
Legazpi City

**Dear Sir/Madam:**

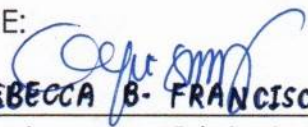
The attached Notice of Award for the **Purchase of ICT Resources for maintenance and operational use of Budget, PDMU and RICTU offices** has been approved; notice is hereby given to you to proceed on your delivery with the above-mentioned, as stated upon receipt of this Notice.

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. ESCOBAR JR., CESO V**  
Regional Director

CONFORME:

By:   
**REBECCA B. FRANCISCO**  
(Signature over Printed Name)

Date: March 22, 2024

**“Matino, Mahusay at Maaasahan”**

Rizal St., Legazpi City

(052) 4801484; 4801486 (052) 4804023

<http://region5.dilg.gov.ph>

[region5dilg@gmail.com](mailto:region5dilg@gmail.com)