



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

PURCHASE ORDER



Supplier : LEGAZPI JEBSON TRADING	P.O. No. GDS-2024-156
Address : Magallanes St. Legazpi City	Date : August 19, 2024
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 supplies for the operational Use of the DILG Regional Office V for the 3rd Quarter of 2024

Place of Delivery : DILG Regional Office V	Delivery Term : 7 CALENDAR DAYS UPON RECEIPT OF PO
Date of Delivery :	Payment Term :

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	bottle	ALCOHOL, Ethyl, 500 mL	21	99.75	2,094.75
2	gallon	ALCOHOL, Ethyl, 1 Gallon	7	694.00	4,858.00
3	pc	SIGN PEN, Fine Tip, Black	37	84.95	3,143.15
4	pc	SIGN PEN, Medium Tip, Black	10	84.95	849.50
5	pc	SIGN PEN, Extra Fine Tip, Blue	12	84.95	1,019.40
6	pc	SIGN PEN, Fine Tip, Blue	75	84.95	6,371.25
7	pc	SIGN PEN, Medium Tip, Blue	13	84.95	1,104.35
8	pc	SIGN PEN, Fine Tip, Red	19	84.95	1,614.05
9	pc	SIGN PEN, Medium Tip, Red	3	84.95	254.85
10	pack	BATTERY, dry cell, size AA	13	65.80	855.40
11	pack	BATTERY, dry cell, size AAA	16	84.90	1,358.40
12	bottle	HAND SOAP, liquid	5	180.00	900.00
13	kilo	RAGS	1	72.00	72.00
14	pack/roll	TRASHBAG, Large size	7	85.00	595.00
15	pack/roll	TRASHBAG, XL size	5	110.00	550.00
16	bottle	INK, for stamp pad	3	25.00	75.00
17	box	CARBON FILM, Legal size	1	850.00	850.00
18	unit	EXTERNAL HARD DRIVE	1	4,995.00	4,995.00
19	pc	FLASH DRIVE, 16GB	2	450.00	900.00
20	jar	GLUE, all-purpose	1	55.00	55.00
21	box	STAPLE WIRE, heavy duty (binder type), 23/13	1	78.00	78.00
22	box	STAPLE WIRE, standard	27	40.00	1,080.00
23	roll	TAPE, masking, 48 mm	6	85.00	510.00
24	roll	TAPE, packaging, 48 mm	3	44.50	133.50
25	roll	TAPE, transparent, 48 mm	14	44.50	623.00
26	box	CLIP, backfold, 25mm	10	36.00	360.00
27	box	CLIP, backfold, 32mm	10	59.00	590.00
28	box	CLIP, backfold, 50mm	10	105.00	1,050.00
29	pc	CORRECTION TAPE	20	30.00	600.00

30	pc	CUTTER/UTILITY KNIFE, for general purpose	2	130.00	260.00
31	pc	DATER STAMP	4	75.00	300.00
32	box	FASTENER	9	39.00	351.00
33	pack	FOLDER, pressboard	1	2,495.00	2,495.00
34	pc	MARKER, Flourescent	2	44.75	89.50
35	pc	MARKER, Permanent, Black	10	38.00	380.00
36	pc	MARKER, Permanent, Blue	10	38.00	380.00
37	pc	MARKER, Permanent, Red	10	38.00	380.00
38	pc	MARKER, Whiteboard, Black	22	42.50	935.00
39	pc	MARKER, Whiteboard, Blue	22	42.50	935.00
40	pc	MARKER, Whiteboard, Red	16	42.50	680.00
41	box	PAPER CLIP, vinly/plastic coated, 33mm	22	15.00	330.00
42	pc	STAMP PAD, felt	5	54.95	274.75
43	pad	NOTEPAD, stick-on, 50mm x 76mm	41	24.50	1,004.50
44	pad	NOTEPAD, stick-on, 76mm x 100mm	16	44.75	716.00
45	pad	NOTEPAD, stick-on, 76mm x 76mm	34	35.00	1,190.00
46	ream	PAPER, MULTICOPY A4	15	269.00	4,035.00
47	ream	PAPER, MULTICOPY LEGAL	7	279.00	1,953.00
48	ream	PAPER, MULTIPURPOSE A4	68	244.00	16,592.00
49	ream	PAPER, MULTIPURPOSE LEGAL	73	255.00	18,615.00
50	book	RECORD BOOK, 300 PAGES	4	94.50	378.00
51	pack	TOILET TISSUE PAPER, 2 ply	27	160.00	4,320.00
52	cart	INK CARTRIDGE, EPSON C13T664100 (T6641), Black	4	350.00	1,400.00
53	cart	INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan	1	350.00	350.00
54	cart	INK CARTRIDGE, EPSON C13T664300 (T6643), Magenta	1	350.00	350.00
55	cart	INK CARTRIDGE, EPSON C13T664400 (T6644), Yellow	1	350.00	350.00
56	pack	STICKER PAPER, A4	5	54.50	272.50
57	pack	PHOTO PAPER	20	110.00	2,200.00
58	box	PLASTIC FASTENER	3	40.00	120.00
59	pack	VELLUM BOARD PAPER	10	38.75	387.50
60	pc	GLUE STICK (PASTE)	1	39.50	39.50

61	pc	DEODORANT CAKE	10	84.50	845.00
62	pack	STICKER PAPER, GLOSSY, 14 SIZE, 10PCS/PACK	2	54.50	109.00
63	pack	PHOTO PAPER, GLOSSY, A4 SIZE, 200GSM 10PCS/PACK	2	118.00	236.00
64	pack	SIGN HERE STICKY TAB	58	48.00	2,784.00
65	pack	EPSON INK 003 BLACK	28	350.00	9,800.00
66	pack	EPSON INK 003 CYAN	6	350.00	2,100.00
67	pack	EPSON INK 003 MAGENTA	6	350.00	2,100.00
68	pack	EPSON INK 003 YELLOW	6	350.00	2,100.00
69	bottle	INK, BROTHER BT5000 CYAN	3	514.00	1,542.00
70	bottle	INK, BROTHER BT5000 MAGENTA	3	514.00	1,542.00
71	bottle	INK, BROTHER BT5000 YELLOW	3	514.00	1,542.00
72	cart	BROTHER, BTD60 BLACK	3	528.00	1,584.00
73	box	STAPLE WIRE, METAL, NO. 35 (26/6)	1	40.00	40.00
74	pc	COMPUTER INK HP1102 (85A)	3	6,995.00	20,985.00
75	pc	BROWN ENVELOPE SHORT	15	3.00	45.00
76	pc	BROWN ENVELOPE LONG	15	3.95	59.25
77	pad	STICKY NOTE PAD, 5mm X 7.5mm	10	15.50	155.00
78	Unit	BROTHER TONER (TN 2380)	1	4,500.00	4,500.00
79	pc	GREEN FOLDER (LONG)	10	12.45	124.50
80	pc	SHORT FOLDER	10	8.00	80.00
81	pc	STABILO (ASSORTED COLOR)	6	45.00	270.00
82	ream	MIMEOGRAPHING PAPER (GROUNDWOVE SHORT SIZE)	3	200.00	600.00
83	pack	SPECIALTY PAPER (LEGAL SIZE)	5	348.00	1,740.00
84	pack	SPECIALTY PAPER (LETTER SIZE)	25	295.00	7,375.00

ONE HUNDRED SIXTY-ONE THOUSAND EIGHT HUNDRED SIXTY PESOS AND SIXTY CENTAVOS ONLY

161,860.60

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,

JULIET P. JOYENIB
 Signature over Printed Name of Supplier
 8/21/24
 Date

Arnaldo E. Escobar Jr.
 ATTY /ARNALDO E. ESCOBER JR, CESO V
 REGIONAL DIRECTOR

Fund Cluster : 01
 Funds Available :

J. Fajardo
 JUNIECEL M. FAJARDO
 OIC-REGIONAL ACCOUNTANT

ORS/BURS No. : _____
 Date of the ORS/BURS: _____
 Amount : _____

REGULAR FUND



BAGONG PILIPINAS

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

BAC RESOLUTION DECLARING LEGAZPI JEBSON TRADING AS THE BIDDER WITH THE SINGLE LOWEST CALCULATED AND RESPONSIVE BID (S/LCRB) FOR THE CONTRACT PURCHASE OF SUPPLIES FOR THE OPERATIONAL USE OF THE DILG REGIONAL OFFICE V FOR THE 3RD QUARTER OF 2024 SLCRB-RFQ NO.GDS-2024-156

WHEREAS, the Department of the Interior and Local Government Regional Office No. 5 requested quotation/s for the **PURCHASE OF SUPPLIES FOR THE OPERATIONAL USE OF THE DILG REGIONAL OFFICE V FOR THE 3RD QUARTER OF 2024** with an Approved Budget for the Contract (ABC): **ONE HUNDRED SIXTY-TWO THOUSAND ONE HUNDRED SEVENTY FOUR PESOS AND FORTY FOUR CENTAVOS (162,174.44)**.

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 **August 9, 2024 to August 15, 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
LEGAZPI JEBSON TRADING	161,860.60	S/LCRB
EVANESS EDUCATIONAL SUPPLY AND GENERAL MERCHANDISE	DQ: NO PHILGEPS NUMBER NO ATTACHMENT	DQ: NO PHILGEPS NUMBER NO ATTACHMENT
LEGAZPI GENERAL MERCHANDISE	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 **LEGAZPI JEBSON TRADING**, its bid was found to be responsive;

WHEREAS, the BAC declared and recommended **LEGAZPI JEBSON TRADING**, 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 SUPPLIES FOR THE OPERATIONAL USE OF THE DILG REGIONAL OFFICE V FOR THE 3RD QUARTER OF 2024** with the amount of **ONE HUNDRED SIXTY-ONE THOUSAND EIGHT HUNDRED SIXTY PESOS and SIXTY CENTAVOS (161,860.60)**.

RESOLVED, at the DILG RO V Conference room, this **16TH** day of **August** 2024.

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

MAE G. CLEMENTE
MAE G. CLEMENTE
Regular Member

MAUREEN E. MALAZARTE
Provisional Member

MA. FIA M. SALAMEÑO
MA. FIA M. SALAMEÑO
Regular Member

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

Approved

Disapproved

ARNALDO E. ESCOBER, JR.
ATTY. ARNALDO E. ESCOBER, 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

August 19, 2024

The Manager

LEGAZPI JEBSON TRADING
Magallanes St. Legazpi City

Dear Sir/Madam:

We are pleased to inform you that your quotation for the **Purchase of supplies for the operational Use of the DILG Regional Office V for the 3rd Quarter of 2024** with the contract price equivalent to **ONE HUNDRED SIXTY-ONE THOUSAND EIGHT HUNDRED SIXTY PESOS AND SIXTY CENTAVOS ONLY (161,860.60)** 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. ESCOBER JR., CESO V
Regional Director 



CONFORME:


By: JULIET F. HOGUENO
(Signature over Printed Name)

Date: 8/21/24

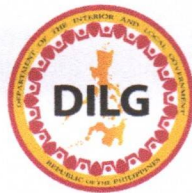
“Matino, Mahusay at Maaasahan”

 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
 Rizal St., Legazpi City

REGIONAL OFFICE BIDS AND AWARDS COMMITTEE
NOTICE TO PROCEED

August 19, 2024

The Manager
 LEGAZPI JEBSON TRADING
 Magallanes St. Legazpi City

Dear Sir/Madam:

The attached Notice of Award for the Provision **Purchase of supplies for the operational Use of the DILG Regional Office V for the 3rd Quarter of 2024** 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. ESCOBER JR., CESO V
 Regional Director 

CONFORME:

By: JULIET F. DOGUENDO
 (Signature over Printed Name)

Date: 8/21/24

“Matino, Mahusay at Maaasahan”
 Rizal St., Legazpi City
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