



PURCHASE ORDER
 Republic of the Philippines
UNIVERSITY OF SOUTHEASTERN PHILIPPINES
 Obrero Campus, Bo, Obrero, Davao City

Supplier : **NBA-GEN. MERCHANDISE**
 Address : **Clores Bldg. Quezon St. Pob. Malita, Davao Occidental**
 TIN : **107-006-590-001VAT**

P.O. No. : **2020-10-0279**
 Date : **OCTOBER 14, 2020**
 Mode of Procurement : **Shopping**

Gentlemen:

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

Place of Delivery : Supply and Management Unit		Delivery Term : 25 days			
Date of Delivery : 12/07/20		Payment Term : 15 days			
Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
38	piece	CORRECTION TAPE, refillable with case, (Whiper MR)	364	52.00	18,928.00
42	piece	DATA FILE BOX, made of chipboard, with closed ends	80	95.00	7,600.00
45	box	ENVELOPE, documentary for legal size document, 500's/box	12	780.00	9,360.00
48	piece	ENVELOPE, expanding, plastic, 0.50mm thickness min, long	10	35.00	350.00
50	box	ENVELOPE, expanding, brown, A4 size, 100's/box	4	580.00	2,320.00
51	box	ENVELOPE, expanding, brown, short size, 100's/box	5	520.00	2,600.00
89	box	INDEX TAB, self-adhesive, transparent	12	62.00	744.00
118	ream	PAPER, Multi-Copy, 100 gsm, A4 size	5	298.00	1,490.00
119	ream	PAPER, A3 size, subs. 20	1	340.00	340.00
136	piece	PUNCHER, 3-hole, heavy duty, with adjustable gauge, 30 sheets capacity	2	390.00	780.00
154	piece	SIGN PEN, BLACK, liquid/gel ink, 1 mm needle tip	8	34.00	272.00
155	piece	SIGN PEN, BLUE, liquid/gel ink, 1mm needle tip	8	34.00	272.00
156	piece	SIGN PEN, black, 0.8	5	48.00	240.00
158	pack	STICKY NOTE, with mark "please sign", 25 x 43mm, 50's/pad	20	48.00	960.00
165	piece	RULER, Metal, 16 inch	3	36.00	108.00
170	pack	TOILET TISSUE PAPER 2-plys sheets, 12 rolls/pack	400	104.50	41,800.00
		Nothing Follows			
		PC: 01			
		PPH 2020-08-2085			
		VP: 8/26/2020			
		NOV 10 2020			
		Fund 101 - Consolidated			
			Total Amount		88,164.00
			less tax 1%	787.18	
			less tax 5%	3,935.89	4,723.07
					88,440.93

EIGHTY-THREE THOUSAND FOUR HUNDRED FORTY PESOS & 93/100 ONLY.

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 on the undelivered item/s.

Conforme:

Very truly yours,

Norman Aranz
 Signature over Printed Name of Supplier
 11/12/20
 Date

MLL
 MA. JUISA B. FAUNILLAN
 Vice President for Administration

Fund Cluster: **01 - RAF**
 Funds Available:

[Signature]
ROLANDO B. ENRIQUEZ
 Director Finance Division

ORS/BURS No. **Or/01/0707041-1173**
 Date of the ORS/BURS: **11/3/2020**
 Amount: **88,440.93**
11/14/20

3-47

Republic of the Philippines
University of Southeastern Philippines
Obrero Campus, Bo. Obrero, Davao City
ABSTRACT OF BIDS AND AWARDS

2020-10-0280

Opened at BAC Office at 3:00pm on September 23, 2020
P.R #: 2020-08-2085 Dated: August 26, 2020

Item No.	Qty.	Unit	PARTICULARS	APPROVED BUDGET FOR THE CONTRACT		PRINCE EDUCATIONAL SUPPLY		STARBRIGHT OFFICE DEPOT, INC.		V S TAY Incorporated		GH OFFICE DEPOT		NBA GENERAL MERCHANDISE		REMARKS		
				Unit Price	Unit Price x Qty	Unit Price	Unit Price x Qty	Unit Price	Unit Price x Qty	Unit Price	Unit Price x Qty	Unit Price	Unit Price x Qty	Unit Price	Unit Price x Qty			
Forwarded Balance					644,981.70		205,562.75		180,895.60		77,598.50		45,984.60		44,512.00			
152	10	piece	SIGN PEN, BLACK, liquid/gel ink, 0.3mm needle tip	41.00	410.00	24.50	245.00 X	21.00	210.00	✓	24.00	240.00 X	No Stock	0.00 X	35.00	350.00 X		
153	10	piece	SIGN PEN, BLUE, liquid/gel ink, 0.3mm needle tip	41.00	410.00	24.50	245.00 X	21.00	210.00	✓	24.00	240.00 X	No Stock	0.00 X	35.00	350.00 X		
154	8	piece	SIGN PEN, BLACK, liquid/gel ink, 1 mm needle tip	41.00	328.00	68.50	548.00 X	N/A	0.00 X	115.00	920.00 X	None	0.00 X	34.00	272.00	✓		
155	8	piece	SIGN PEN, BLUE, liquid/gel ink, 1mm needle tip	41.00	328.00	68.50	548.00 X	N/A	0.00 X	115.00	920.00 X	None	0.00 X	34.00	272.00	✓		
156	5	piece	SIGN PEN, black, 0.8	51.00	255.00	76.50	382.50 X	N/A	0.00 X	None	0.00 X	No Stock	0.00 X	48.00	240.00	✓		
157	3	box	SIGN PEN, BLACK, retractable, liquid/gel ink, 0.7mm needle tip (12pcs/box)	395.00	1,185.00	357.00	1,071.00 X	756.00	2,238.00 X	✓	222.00	686.00	✓	631.90	1,895.70 X	748.00	2,244.00 X	
158	20	pack	STICKY NOTE, with mark "please sign", 25 x 43mm, 50's/pad	213.80	4,276.00	84.50	1,690.00 X	N/A	0.00 X	None	0.00 X	231.90	4,638.00 X	48.00	960.00	✓		
159	10	piece	Gel Pen-0.5mm, Black	65.00	650.00	54.50	545.00 X	16.75	167.50	✓	18.50	185.00 X	22.70	227.00 X	64.00	640.00 X		
160	10	piece	Gel Pen-0.5mm, Blue	65.00	650.00	54.50	545.00 X	16.75	167.50	✓	18.50	185.00 X	22.70	227.00 X	64.00	640.00 X		
161	10	piece	Gel Pen-0.5mm, Red	65.00	650.00	54.50	545.00 X	16.75	167.50	✓	18.50	185.00 X	22.70	227.00 X	64.00	640.00 X		
162	20	pack	BOARD PAPER, A4, Golden Yellow, (10's/pack), 200 gsm	63.50	1,270.00	40.00	800.00	✓	N/A	0.00 X	None	0.00 X	No Stock	0.00 X	N/A	0.00 X		
163	30	pack	BOARD PAPER, long, Yellow (10's/pack), 200 gsm	63.50	1,905.00	31.50	945.00 X	N/A	0.00 X	29.00	870.00	✓	No Stock	0.00 X	N/A	0.00 X		
164	20	pack	BOARD PAPER, vellum, fine, A4, White, (10's/pack), 200 gsm	63.50	1,270.00	28.50	570.00 X	N/A	0.00 X	None	0.00 X	25.70	514.00	✓	58.00	1,160.00 X		
165	3	piece	RULER, Metal, 16 inch	48.00	144.00	56.50	169.50 X	N/A	0.00 X	None	0.00 X	83.70	251.10 X	36.00	108.00	✓		
166	5	roll	TAPE, double sided, 18mm	45.00	225.00	21.00	105.00 X	39.40	197.00 X	✓	18.00	90.00	✓	50.20	251.00 X	38.00	190.00 X	
167	20	roll	TAPE, double sided, 24mm	55.00	1,100.00	28.00	560.00 X	50.40	1,008.00 X	✓	24.00	480.00	✓	67.00	1,340.00 X	45.00	900.00 X	
168	15	roll	TAPE, double sided, 1"	65.00	975.00	28.00	420.00 X	50.40	756.00 X	✓	24.00	360.00	✓	67.00	1,005.00 X	230.00	3,300.00 X	
169	7	piece	TAPE DISPENSER, table top, for 24mm width tape	105.00	735.00	84.75	593.25	✓	125.00	0.00 X	75.00	525.00 X	192.70	1,348.90 X	404.50	2,831.50 X		
170	400	pack	TOILET TISSUE PAPER 2-ply sheets, 12 rolls/pack	145.00	58,000.00	114.00	45,600.00 X	N/A	0.00 X	105.00	42,000.00 X	143.70	57,480.00 X	104.50	41,800.00	✓		
171	5	ream	PARCHMENT PAPER, 9" x 12", 85 gsm	350.00	1,750.00	195.00	975.00	✓	N/A	0.00 X	1,500.00	7,500.00 X	883.70	4,418.50 X	N/A	0.00 X		
*** Nothing Follows ***																		
					721,497.70		192,941.00		188,518.10		80,004.50		46,498.60		88,164.00			
Item Nos.	4, 5, 13, 14, 15, 16, 17, 24, 25, 26, 27, 28, 29, 31, 33, 34, 36, 39, 56, 57, 58, 61, 63, 65, 66, 69, 70, 71, 75, 86, 87, 88, 92, 93, 94, 95, 98, 100, 106, 107, 108, 109, 111, 112, 113, 114, 115, 116, 117, 124, 126, 127, 129, 130, 131, 132, 135, 140, 144, 145, 146, 147, 149, 150, 151, 162, 169 & 171			Awarded to:	PRINCE EDUCATIONAL SUPPLY				Amount:	192,941.00								
Item Nos.	1, 2, 3, 18, 22, 37, 43, 80, 67, 68, 102, 103, 104, 106, 122, 143, 147, 148, 152, 153, 159, 160 & 161			Awarded to:	STARBRIGHT OFFICE DEPOT, INC.				Amount:	188,518.10								
Item Nos.	20, 23, 30, 32, 41, 44, 46, 49, 52, 53, 54, 55, 62, 64, 73, 83, 84, 85, 90, 96, 99, 120, 121, 123, 125, 133, 141, 157, 163, 165, 167 & 168			Awarded to:	NBA GENERAL MERCHANDISE				Amount:	88,164.00								
Item Nos.	8, 9, 10, 11, 12, 19, 21, 35, 47, 72, 74, 77, 79, 80, 81, 97, 101, 134, 137, 138, 142 & 164			Awarded to:	V S TAY Incorporated				Amount:	80,004.50								
Item Nos.	38, 42, 45, 48, 50, 51, 89, 118, 119, 136, 154, 155, 156, 158, 165 & 170			Awarded to:	GH OFFICE DEPOT				Amount:	46,498.60								
Item Nos.	6, 7, 40, 59, 76, 78, 82, 91, 110, 128 & 139			Awarded to:	REBID ITEMS				Amount:	-								

Prepared by:

JOSE MARI P. LABANILLO
Procurement Unit Clerk

Noted By:

NORA R. DE LA VIÑA
Procurement Unit Head

We hereby certify that we have opened the bids and certify the same to be authentic, true and correct. We resolved to recommend the award of the items mentioned above to PRINCE EDUCATIONAL SUPPLY, STARBRIGHT OFFICE DEPOT, INC., V S TAY INCORPORATED, GH OFFICE DEPOT AND NBA GENERAL MERCHANDISE which has been found the lowest calculated and responsive bid.

N/A
RHINNA M. SAAN
Alternate Bac-Member

NIMFA V. MANISCAN
Alternate Bac-Member

N/A
DANILO G. GALARION Bac.
Member

N/A
RIOLIZA B. MOLINA Bac.
Member

JOSE ALTHER M. RIVERA
Bac-Member

REYNALDO M. NOCODUA
BAC Vice-Chairman

REYNILO Q. GARCIA
BAC Chairman



University of Southeastern Philippines
Bids and Awards Committee

C E R T I F I C A T I O N

This is to certify that the Request for Quotation (RFQ) for the *Procurement of Consolidated Office Supplies for 2nd and 3rd Quarter CY 2020, at USEP Obrero Campus, Davao City* with an Approved Budget for the Contract **Eight Hundred Twenty Five Thousand Five Fifteen Pesos and 17/100 (Php. 825,515.17)** was posted in the following conspicuous place in the University.

- Bulletin board near the main gate
- Bulletin board at the Trade Crafts Training & Production Building.

The said RFQ was posted in the mentioned conspicuous places and PhilGEPS website starting **September 15-17, 2020**.

Issued on September 18, 2020 at USEP, Obrero, Davao City.

OLIVIA D. ESTREMOS
BAC Secretariat Head

WE BUILD DREAMS WITHOUT LIMITS

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www.usep.edu.ph Philippines 8000 E-mail: bac@usep.edu.ph



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Let's Build a Better World