DOST-PCAARRD
Department of Science and Technology
PHILIPPINE COUNCIL FOR AGRICULTURE, AQUATIC AND NATURAL RESOURCES RESEARCH AND DEVELOPMENT

ISO 9001:2015

Certificate No. AJA13-0034

OFFICE OF THE EXECUTIVE DIRECTOR

Notice to Proceed

19 December 2018

MS. NELA C. SOTALBO
Proprietress
SMS Marketing
9068 National Highway
Brgy. Batong Malake
Los Baños, Laguna

Dear **Ms. Sotalbo**:

The attached Purchase Order having been approved, notice is hereby given to **SMS Marketing** that your proposal for the project "Supply and Delivery of Office Supplies" should be delivered within ten (10) calendar days after signing/conforming of this notice.

Upon receipt of this notice, you are responsible for performing the services under the terms and conditions of the Agreement and in accordance with the Implementation Schedule.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other to PCAARRD.

Very truly yours,

REYNALDO V. EBORA
Acting Executive Director

I acknowledge receipt of this Notice on 2/6/2019

Name of the Representative of the Bidder _____

Authorized Signature _____

Paseo de Valmayor, Brgy. Timugan, Los Baños, Laguna, Philippines 4030
Tel. No. (63) (49) 554-9670
Fax No. (63) (49) 536-0016; 536-7922
Manila Liaison Office: 2F Metrology Center, ITDI-DOST, Bicutan, Taguig City, Metro Manila 1631 / Tel. No. (63) (2) 837-1651
E-mail: pcaarrd@pcaarrd.dost.gov.ph / http://www.pcaarrd.dost.gov.ph

PURCHASE ORDER

Republic of the Philippines
PHILIPPINE COUNCIL FOR AGRICULTURE, AQUATIC AND NATURAL RESOURCES
RESEARCH AND DEVELOPMENT (PCAARRD)

Supplier: **S.M.S MARKETING**	P.O. NO: **2018-12-0382**
Address: Batong, Malake, Los Banos, Laguna	Date: 12/19/2018
T I N : VAT-116-291-080-000	Mode of Procurement: Negotiated

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

10 11218- -809

Place of Delivery: PCAARRD	Delivery Term: 10 Calendar Days
Date of Delivery:	Payment Term: 30 Days

Item No.	Unit	Description	Quantity	Unit Cost	Amount
1	piece	Adhesive, instant glue, 1g	25	20.00	500.00
2	bottle	Alcohol, isoprophyll, 70% solution, 500 ml.	100	75.00	7,500.00
3	piece	Ballpen, super grip, black	350	48.00	16,800.00
4	piece	Ballpen, super grip, blue	350	48.00	16,800.00
5	piece	Ballpen, super grip, red	100	48.00	4,800.00
6	piece	Battery, AA, Alkaline	350	35.00	12,250.00
7	piece	Battery, AAA, Alkaline	200	35.00	7,000.00
8	piece	BINDER, 3-ring, D-type, legal, (1.5"), with insert clear-view pocket on front, back and spine for label	50	180.00	9,000.00
9	piece	BINDER, 3-ring, D-type, legal, (2"), with insert clear-view pocket on front, back and spine for label	50	250.00	12,500.00
10	piece	BINDER, 3-ring, D-type, legal, (3"), with insert clear-view pocket on front, back and spine for label	50	280.00	14,000.00
11	piece	BINDER, 3-ring, D-type, A4, (3"), with insert clear-view pocket on front, back and spine for label	25	250.00	6,250.00
12	pack	Board, specialty, short, cream, 10 sheets/pack	100	30.00	3,000.00
13	piece	Certificate Holder A4, blue	500	32.00	16,000.00
14	piece	Certificate Holder, A4, black	500	32.00	16,000.00
15	box	Clear sheet protector, refill, A4, 100 pcs./box	100	220.00	22,000.00
16	box	Clip, backfold, 19mm (3/4"), 12 pcs per box	100	12.00	1,200.00
17	box	Clip, backfold, 25mm (1"), 12 pcs per box	100	20.00	2,000.00
18	box	Clip, backfold, 32mm (1-1/4"), 12 pcs per box	50	30.00	1,500.00
19	box	Clip, backfold, 41mm (1-5/8"), 12 pcs per box	50	50.00	2,500.00
20	box	Clip, backfold, 50mm (2"), 12 pcs per box	25	60.00	1,500.00
21	box	Clip, backfold, 75mm (3"), 12 pieces per box	25	144.00	3,600.00
22	piece	Correction tape, 10 meters, 1 piece in individual plastic	350	30.00	10,500.00
23	piece	Cover, morocco, cut size: A4, assorted colors (Blue, Green, and Yellow)	200	8.00	1,600.00
24	pack	Divider, plastic, A4, assorted, 10pcs/pack	100	55.00	5,500.00
25	piece	DVD Rewritetable, 4x speed, 4.7GB capacity, with case	100	75.00	7,500.00
26	piece	Envelope, brown, for legal size document	500	2.50	1,250.00
27	piece	Envelope, brown, for short size document	250	2.20	550.00
28	box	Envelope, coin envelope, 8-1/2" x 4"	10	195.00	1,950.00
29	piece	Envelope, expanding, garterized, long, color brown	1,000	10.00	10,000.00
30	piece	Envelope, expanding, garterized, short, color brown	300	9.50	2,850.00
31	piece	Envelope, expanding, plastic, long	200	25.00	5,000.00
32	box	Envelope, mailing, long, box of 500 pcs.	5	250.00	1,250.00
33	piece	Eraser, felt, for blackboard/whiteboard	10	35.00	350.00
34	piece	Eraser, rubber	25	15.00	375.00
35	box	Fastener, for paper, metal, 50 sets per box	50	55.00	2,750.00
36	box	Fastener, paper, vinyl coated, 50 sets per box	150	50.00	7,500.00
37	set	File tab divider, A4, five (5) colors per set	100	50.00	5,000.00
38	set	File tab divider, Legal Size, five(5) colors per set	100	60.00	6,000.00
39	piece	Folder, ordinary, long, white, 14 points	1,000	6.00	6,000.00
40	piece	Folder, ordinary, short, white, 14 points	500	5.00	2,500.00
41	piece	Folder, pressboard, long, green, US	700	28.50	19,950.00
42	piece	Folder, pressboard, short, green, US	350	28.50	9,975.00
43	bottle	Glue, 130 grams	75	60.00	4,500.00
44	piece	ID Holder, plastic, 3" x 4", with lace	700	25.00	17,500.00
45	pack	Index card, 5" x 8", 500s/pack	10	195.00	1,950.00
46	box	micron	5	650.00	3,250.00

47	piece	Marker, flourescent, neon green, neon yellow, neon blue	100	34.00	3,400.00
48	piece	Marker, permanent, broad, black	100	40.00	4,000.00
49	piece	Marker, permanent, broad, blue	100	40.00	4,000.00
50	piece	Marker, permanent, broad, red	100	40.00	4,000.00
51	piece	Marker, permanent, fine, black	250	40.00	10,000.00
52	piece	Marker, permanent, fine, blue	250	40.00	10,000.00
53	piece	Marker, permanent, fine, red	250	40.00	10,000.00
54	piece	Notebook, 100 leaves, spiral	150	95.00	14,250.00
55	piece	Notebook, 60 leaves, spiral	400	85.00	34,000.00
56	pad	Notebook, Filler, 6" x 8-1/2" ,16 pages	100	35.00	3,500.00
57	box	Paper Clip, gem type, 32mm (small), 100 pieces per box	150	10.00	1,500.00
58	box	Paper Clip, gem type, 50mm (big), 100 pieces per box	100	25.00	2,500.00
59	pack	Paper sticker, A4 size, matte, 10 pcs per pack	100	40.00	4,000.00
60	ream	Paper, bond, A4, blue, 80gsm	50	390.00	19,500.00
61	ream	Paper, bond, A4, green, 80gsm	50	390.00	19,500.00
62	ream	Paper, bond, A4, orange, 80gsm	50	390.00	19,500.00
63	ream	Paper, bond, A4, pink, 80gsm	50	390.00	19,500.00
64	ream	Paper, bond, A4, yellow, 80gsm	50	390.00	19,500.00
65	ream	Paper, bond, long, blue, 80gsm	5	410.00	2,050.00
66	ream	Paper, bond, long, green, 80gsm	5	410.00	2,050.00
67	ream	Paper, bond, long, orange, 80gsm	5	410.00	2,050.00
68	ream	Paper, bond, long, pink, 80gsm	5	410.00	2,050.00
69	ream	Paper, bond, long, yellow, 80gsm	5	410.00	2,050.00
70	ream	Paper, bond, short, blue, 80gsm	5	410.00	2,050.00
71	ream	Paper, bond, short, green, 80gsm	5	365.00	1,825.00
72	ream	Paper, bond, short, orange, 80gsm	5	365.00	1,825.00
73	ream	Paper, bond, short, pink, 80gsm	5	365.00	1,825.00
74	ream	Paper, bond, short, yellow, 80gsm	5	365.00	1,825.00
75	ream	Paper, for plain paper copier (PPC), A4 size, 80 gsm	600	220.00	132,000.00
76	ream	Paper, for plain paper copier (PPC), legal size, 80 gsm	100	250.00	25,000.00
77	ream	Paper, for plain paper copier (PPC), letter size, 80 gsm	100	200.00	20,000.00
78	piece	Paper, manila 36" x 48"	150	3.50	525.00
79	pack	Paper, Photo, matte A4, 20 pcs per pack	40	140.00	5,600.00
80	pack	Paper, specialty, short, beige, 10 sheets/pack	500	25.00	12,500.00
81	pad	Paper, yellow ruled	10	50.00	500.00
82	bottle	Paste, solid in a bottle with applicator, 200g	50	50.00	2,500.00
83	box	Pencil, lead, w/eraser, One(1) dozen/box, # 2	150	85.00	12,750.00
84	box	PVC Cover, A4, 100 pcs per box	25	550.00	13,750.00
85	kilo	Rag, cotton, white, approx. 7" in diameter, 1 kilo per bundle	50	50.00	2,500.00
86	piece	Recordbook, big, 300 pages, # 85	10	290.00	2,900.00
87	piece	Recordbook, big, 500 pages, # 85	10	350.00	3,500.00
88	piece	Recordbook, small, 200 pages, # 45	10	75.00	750.00
89	piece	Ring binder, plastic, 16mm, 5/8"	20	20.00	400.00
90	piece	Ring binder, plastic, 25mm, 1"	50	25.00	1,250.00
91	box	Rubber band, big	5	150.00	750.00
92	piece	Ruler, plastic, 12"	25	10.00	250.00
93	pair	Scissors 8"	10	75.00	750.00
94	piece	Signpen, black	350	80.00	28,000.00
95	piece	Signpen, blue	200	80.00	16,000.00
96	piece	Signpen, red	50	80.00	4,000.00
97	bottle	Stamp pad ink, violet, 50mL	10	60.00	600.00
98	box	Staple Wire No. 10, (12 small boxes per box)	25	100.00	2,500.00
99	piece	Stapler with staple remover, No. 35	35	60.00	2,100.00
100	piece	Stapler # 10	10	85.00	850.00
101	piece	Stapler # 444, heavy duty	5	550.00	2,750.00
102	pack	Sticky Flag, "sign here"	40	195.00	7,800.00
103	pad	Sticky Note, 3" x 3", stick securely	300	110.00	33,000.00
104	pad	Sticky Note, 3" x 5", stick securely	150	150.00	22,500.00
105	piece	Tape Dispenser, handheld (2"), packaging tape	10	120.00	1,200.00
106	roll	Tape, double adhesive, with foam, 1"	10	120.00	1,200.00
107	roll	Tape, double adhesive, without foam, 1"	10	35.00	350.00
108	roll	Tape duct	10	75.00	750.00
109	roll	Tape, masking, 1"	50	40.00	2,000.00
110	roll	Tape, masking, 2"	50	85.00	4,250.00
111	roll	Tape, packaging, 2", color: Brown	50	85.00	4,250.00
112	roll	Tape, transparent, 1"	50	35.00	1,750.00
113	roll	Tape, transparent, 2"	50	80.00	4,000.00

114	pack	Tiolet tissue, paper, 2 ply, 12 rolls/pack, scented, soft and presentable	100	120.00	12,000.00
115	pack	Trash Bag (L), black, 10 pcs./pack	5	55.00	275.00
116	pack	Trash Bag (XL), black, 10 pcs./pack	5	65.00	325.00
117	pack	Trash Bag (XXL), black, 10 pcs./pack	5	75.00	375.00
118	can	Wipe Out, 250 grams	5	95.00	475.00
		P.R.# 2018-08-0434 dated 08/07/2018			
		Charged to: FAD-Common-use Supplies and Materials			
					925,975.00
		Less 5% EVAT		41,338.17	
		1011218--809 Less 3% EWT		8,267.63	
					49,605.80
(Amount in Words)	PESOS: EIGHT HUNDRED SEVENTY SIX THOUSAND THREE HUNDRED SIXTY NINE & 20/100				**876,369.20**

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.

Very truly yours,

CONFORME:

S.M.S MARKETING
(Signature Over Printed Name)
2/6/19
Date

REYNALDO V. EBORA
(Signature Over Printed Name of Authorized Official)
Acting Executive Director
Designation

Fund Cluster: 101
Funds Available:
CAROLINA T. BOSQUE
Chief Accountant

DEC 27 2018

ORS/BURS No.: 12-004287
Date of ORS/BURS: 2018-12-27
AMOUNT: 925,975.00

ATTACHMENT: 1) Obligation Request 2) Purchase Request 3) Abstract of prices 4) Canvass/Quotation of 3 different suppliers
5) Job Request (Vehicle) 6) Exclusive distributor if necessary 7) Stock Position Sheet if necessary

PhilGEPS
Philippine Government Electronic Procurement System
Central Portal for Philippine Government Procurement Oppurtunities

Award Notice Abstract (Ref No.: 2103601) **Status: Updated**

Reference Number:
5829173
Control Number:
ITB No. 18-11-003
Bid Notice Title:
Supply and Delivery of Office Supplies
Approved Budget:
Php1,038,412.83
Procurement Mode:
Negotiated Procurement - Two Failed Biddings (Sec. 53.1)
Classification:
Goods
Category:
Office Supplies and Devices
Applicable Procurement Rules:
Implementing Rules and Regulations
Funding Source:
Government of the Philippines (GOP)
Funding Instrument:
National Expenditure Program (NEP) for the suceeding year - Single Year
Area of Delivery:
Laguna
Delivery Period:
10 Day/s
Contact Person:
Chairperson, BAC
Created By:
Jose Raymond Manalo

PCARRD-DEPARTMENT OF SCIENCE AND TECHNOLOGY
Paseo de Valmayor, Timugan, Los Baños Laguna, Region IV-A, Philippines
Office Supplies

Awardee :
SMS MARKETING
Address :
Highway Batong Malaki Los Baños Laguna, Region IV-A, Philippines
Contact Person :
Nela C Sotalbo
Designation :
Proprietor

Line Item

#	Product/Service/Project Name	Budget
1	Office Supplies, Office Supplies and Materials, 44120000, 15940, Piece	Php1,038,412.83

Reason for Award :
lowest calculated responsive bid

Award Type:
Award Notice
Contract Amount:
Php925,975.00
Award Date:
17-Dec-2018
Publish Date:
20-Dec-2018
Date Last Updated:
08-Feb-2019
Contract Number:
1011218-809
Proceed Date:
06-Feb-2019
Contract Effectivity Date:
15-Feb-2019
Contract End Date:
15-Feb-2019
Created By:
Jose Raymond A. Manalo
Date Created:
18-Dec-2018
Approver:

View Documents:
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