

SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR MAYOR'S OFFICE

Standard Form Number: SF-GOOD-49
Revised on: May 24, 2004

Republic of the Philippines
Local Government Unit of Irosin
Municipal Compound, San Julian, Irosin, Sorsogon
Telefax: (056) 557-3043
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info@irosin.gov.ph

Notice of Award

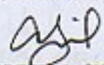
May 21, 2018

YVONNE S. YAU
Kier Enterprises – Prop.
San Julian, Irosin, Sorsogon


Ma'am/Sir:

We are happy to notify you that the contract for the **Supply and Delivery of Office Supplies for Mayor's Office** is awarded to you in the Contract Price equivalent to **One Hundred Forty Three Thousand Eight Hundred Forty Nine Pesos and Sixty Centavos (P 143,849.60)**.

Very truly yours,


ALFREDO J. CIELO, JR.
Municipal Mayor

Conforme:


Date: 05-24-18

The Head of the Procuring Entity, through the Procurement Office/Unit, immediately upon approval of the recommendation for award, shall issue the Notice of Award to the bidder with the LCRB.

Republic of the Philippines
Local Government Unit of Irosin
Municipal Compound, San Julian, Irosin, Sorsogon
Telefax: (056) 557-3043
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NOTICE TO PROCEED

May 24, 2018

YVONNE S. YAU
Kier Enterprises – Prop.
San Julian, Irosin, Sorsogon


Sir/Madam:

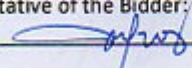
The attached Contract Agreement having been approved, notice is hereby given to **Kier Enterprises** that work may commence on the **Supply and Delivery of Office Supplies for Mayor's Office** effective on **May 31, 2018**.

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 the Local Government Unit of Irosin.

Very truly yours,


HON. ALFREDO J. CIELO, JR.
Local Chief Executive

I acknowledge receipt of this Notice on 4/6/18
Name of the Representative of the Bidder: _____
Authorized Signature:  _____

May 7, 2018

REQUEST FOR QUOTATION

The Local Government Unit of Irosin, through its Bids & Awards Committee (BAC), requests suppliers/manufacturers/distributors/contractors to submit price quotations for the hereunder project:

Name of Project : **SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR MAYOR'S OFFICE**

Brief Description : **8pcs air freshener, spray; 175pcs ballpen (ordinary, blk); 160pcs ballpen (ordinary, green); 20pcs bath soap; 177rms book paper) long s-20; 49rms book paper (short) s-20; 10blts car freshener; 10pcs cleanser powder; 10bxs clip backfold, 50mm 2"; 30pcs detergent powder, 500mg; 30ltrs detergent soap; 30pcks detergent soap, liquid; 20blts dishwashing liquid; 16pcs doormat rubber; 50pcks dtr; 10pcs dust pan; 40pcs DVDRW/case; 450pcs envelope brown long; 453pcs envelope brown short; 30pcs envelope long plastic; 387pcs envelope mailing white long; 200pcs envelope short plastic; 18pcs computer ink T6641; 18pcs computer ink T6642; 18pcs computer ink T6643; 18pcs computer ink T6644; 7pcs eraser, blackboard; 6pcs flashlight, rechargeable; 10sets floor mop w/head; 315pcs folder expandable long color; 10pcs glass mop w/handle; 25pcs glue 130g; 40pcs logbook 500l; 60pcs manila paper; 40rolls masking tape ½"; 40rolls packaging tape 2"x50; 93rolls paper clip small; 61bxs paper fastener plastic; 45bxs pentel pen, broad blk/blue; 35pcs photo paper A4 20's; 22rolls plastic tape 1"; 18rolls plastic ½"; 13bxs rubber band big; 25pcs sign pen 0.5 c-4; 25pcs sign pen gel ink 0.5mm black; 10pcs soft broom thick; 12pcs pad big; 10blts stamp pad ink; 40bxs staple wire #10; 40pcs stapler #10; 12pcs stapler #35 w/remover; 100pds stick note; 17pcks tissue paper 12 rolls; 6pcs trash can medium cover; 24pcs cutter big; 16pcs white board marker, blk/blue fine**

Approved Budget for the Contract : **Php 145,757.58**
Delivery Period : **7 calendar days**
Contract Duration : **one (1) month**
Source of Fund : **General Fund (Mayor's Office)**

Prepared by

MARIA RACHEL P. GONZALES
Head, BAC Secretariat

Approved by:

NOEL D. MERCADO II
BAC Chairman

Item No.	Description	Quantity	Unit Price	Total Price
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Supplier: Kier Enterprises
 Address: Irosin, Sorsogon
 Date: 07-29-16
 Mode of Procurement: Supply
 PR NO./S: 0507

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

Place of Delivery: LGU-Irosin
 Date of Delivery: 7/31/16
 Delivery Term: 14d
 Payment Term: 10d

Item No.	Unit	Quantity	Description	Unit Cost	Amount
Office Supplies					
	Pcs.	8	Air freshener, spray	247.50	1,980.00
	Pcs.	175	Ballpen (Ordinary, Black)	6.00	1,050.00
	Pcs.	160	Ballpen, (Ordinary, Green)	5.50	880.00
	Pcs.	20	Bath Soap	35.00	700.00
	Reams.	177	Book paper (Long) 5-20	134.00	23,718.00
	Reams.	49	Book paper (Short) 5-20	184.00	9,016.00
	Bots.	10	Car freshner	149.50	1,495.00
	Pcs.	10	Cleanser powder	47.50	475.00
	Bxs.	10	Clip backfold, 50mm 2"	68.00	680.00
	Pcs.	30	Detergent powder, 500mg.	77.50	2,325.00
	Lits.	30	Detergent Soap	27.50	825.00
	Packs.	30	Detergent Soap, liquid	75.00	2,250.00
	Bots.	20	Dishwashing liquid	78.00	1,560.00
	Pcs.	16	Doormat rubber	189.00	3,024.00
	Packs.	50	DTR	25.00	1,250.00
	Pcs.	10	Dust pan	47.50	475.00
	Pcs.	40	DVDRW/case	65.00	2,600.00
	Pcs.	450	Envelope brown long	2.00	900.00
	Pcs.	453	Envelope brown short	2.00	906.00
	Pcs.	30	Envelope long plastic	11.50	345.00
	Pcs.	397	Envelope mailing white long	0.80	317.60
	Pcs.	200	Envelope short plastic	9.50	1,900.00
	Pcs.	18	Epson T6641	384.50	6,921.00
	Pcs.	18	Epson T6642	384.50	6,921.00
	Pcs.	18	Epson T6643	384.50	6,921.00
	Pcs.	18	Epson T6644	384.50	6,921.00
	Pcs.	7	Eraser, blackboard	18.00	126.00
	Pcs.	6	Flashlight, rechargeable	1,200.00	7,200.00
	sets.	10	Floor mop with head	249.50	2,495.00
	Pcs.	315	Folder expandable long color	14.50	4,567.50
					100,744.00

Total Amount in Words: One Hundred Thousand Nine Hundred Sixty Nine/10cents

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 everyday of delay shall be imposed.

Very truly yours,

ADONIS E. FORTES
 Municipal Treasurer

Conforme:

Approved By:

[Signature]
 Signature Over printed Name

ALFREDO J. CIELO JR.
 Municipal Mayor

(Date)

Supplier: Mar Enterprises PO No: 0501
 Address: Irosin, Sorsogon Date: 7/31/15
 Mode of Procurement: Shopping
 PR NO./S 0501

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

Place of Delivery: LGU-Irosin Delivery Term: FWP
 Date of Delivery: 7/31/15 Payment Term: 60

Item No.	Unit	Quantity	Description	Unit Cost	Amount
Office Supplies					
	Pcs.	10	Glass mop with handle	179.50	1,795.00
	Pcs.	25	Glue 130g.	48.00	1,200.00
	Pcs.	40	Logbook 500L	84.50	3,380.00
	Pcs.	60	Manila paper	5.50	330.00
	rolls.	40	Masking Tape 1/2"	18.00	720.00
	rolls.	40	Packaging tape 2"x50	30.00	1,200.00
	rolls.	93	Paper clip small	6.00	558.00
	bxs.	61	Paper fastener plastic	35.00	2,135.00
	bxs.	45	Pentel pen, broad black/blue	39.50	1,777.50
	Pcs.	35	Photo paper A4 20's	150.00	5,250.00
	rolls.	22	Plastic tape 1"	19.50	429.00
	rolls.	18	Plastic 1/2"	10.00	180.00
	bxs.	13	Rubber band big	219.50	2,853.50
	Pcs.	25	Sign pen 0.5 C-4	75.00	1,875.00
	Pcs.	25	Sign pen gel ink 0.5mm black	26.00	650.00
	Pcs.	10	Soft broom thick	125	1,250.00
	Pcs.	12	Stamp pad big	64.50	774.00
	bots.	10	Stamp pad ink	25.00	250.00
	bxs.	40	Staple wire #10	5.50	220.00
	Pcs.	40	Stapler #10	78.00	3,120.00
	Pcs.	12	Stapler #35 w/ remover	349.50	4,194.00
	pads.	100	Stick note	35.00	3,500.00
	packs	17	Tissue paper 12 rolls	164.50	2,796.50
	Pcs.	6	Trash can medium cover	180.00	1,080.00
	Pcs.	24	Cutter big	59.50	1,428.00
	Pcs.	16	White board marker, black/blue fine	10.00	160.00
					43,105.50
					100,744.70 <i>af</i>
Total					143,849.60 <i>af</i>

Total Amount in Words: One Hundred Forty Four Thousand Seventy Four/60cents

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 everyday of delay shall be imposed.

Very truly yours,

ADONIS E. FORTES
 Municipal Treasurer

Conforme:

[Signature]
 Signature Over/printed Name

Approved By:

[Signature]
ALFREDO J. CIELO JR.
 Municipal Mayor

(Date)