

**SUPPLY AND DELIVERY OF TONER,
INK AND MASTER ROLL FOR USE
IN MAYOR'S OFFICE**

March 22, 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 TONER, INK AND MASTER ROLL FOR MAYOR'S OFFICE**

Brief Description : **11pcs fuji toner; 10cart. DP black ink; 5rolls DP master ink**

Approved Budget for the Contract : **Php 73,800.00**

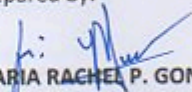
Delivery Period : **7 calendar days**

Contract Duration : **one (1) month**

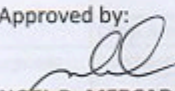
Source of Fund : **General Fund (Mayor's Office)**

For particulars, please contact the Bids & Awards Committee through its BAC Chairman, Noel D. Mercado II or call telephone number (056) 557-3043.

Prepared by:


MARIA RACHEL P. GONZALES
Head, BAC Secretariat

Approved by:


NOEL D. MERCADO II
BAC Chairman

Date: 7/14/17
 Mode of Procurement: Small Value Proc.
 PR NO./S: 033

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

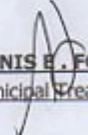
Place of Delivery: LGU-Irosin Delivery Term: 7 Days
 Date of Delivery: 4/14/17 Payment Term: COB

Item No.	Unit	Quantity	Description	Unit Cost	Amount
1	pcs.	11	Fuji Toner	4,100.00	45,100.00
2	cart.	10	DP black Ink	825.00	8,250.00
3	rolls.	5	DP master roll	3,883.00	19,415.00
					72,765.00

(Total Amount In Words): Seventy Two Thousand Seven Hundred Sixty Five pesos 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 everyday of delay shall be imposed.

Very truly yours,


ADONIS E. FORTES
 Municipal Treasurer

Conformed: 
Rhea B. Cabant
 Signature Over printed Name

Approved By: 
ALFREDO J. CIELO JR.
 Municipal Mayor

 (Date)

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
www.irosin.gov.ph
info@irosin.gov.ph

Notice of Award

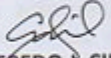
April 5, 2018

GAKKEN PHILIPPINES INC.
Legaspi City, Albay

Ma'am/Sir:

We are happy to notify you that the contract for the **Supply and Delivery of Toner, Ink and Master Roll** is awarded to you in the Contract Price equivalent to **Seventy Two Thousand Seven Hundred Sixty Five Pesos (P 72,765.00)**.

Very truly yours,


ALFREDO J. CIELO, JR.
Municipal Mayor

Conforme:

Date: 


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.

Standard Form Number: SF-GOOD-56
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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NOTICE TO PROCEED

April 10, 2018

GAKKEN PHILIPPINES INC.
Legaspi City, Albay

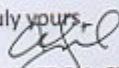
Sir/Madam:

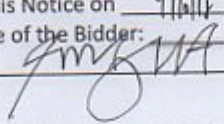
The attached Contract Agreement having been approved, notice is hereby given to **Gakken Philippines Inc.** that work may commence on the **Supply and Delivery of Toner, Ink and Master Roll for Mayor's Office** effective on **April 19, 2018**.

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 4/11/18
Name of the Representative of the Bidder: _____
Authorized Signature: 

The Head of the Procuring Entity or his duly authorized representative shall issue the Notice to Proceed within seven(7) calendar days from the date of the approval of the contract.