PURCHASE ORDER

Philippine Ports Authority

Run Date: 21-APR-2025 10:08:38
Run By: ARALARRT

Supplier: GWYN'S OFFICE SUPPLIES AND EQUIPMENT TRADING
Address: BLK1 LOT16 PHASE 1 PHCC BARANGAY 73 TACLOBAN CITY 6500
TIN: 409-218-144-00005
PO Type: STANDARD
Mode of Procurement:

PO No.: M303-002695-25
PO Date: 16-APR-25
PR No.: M303-4632-25
PR Date: 27-MAR-25

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

Place of Delivery: Office of the Port Manager_TAC
Delivery Term: twenty (20) calendar days

Date of Delivery: twenty (20) calendar days
Payment Term: Immediate

Item No.	Unit	Description	Quantity	Unit Cost	Amount
COS-ASD636	BOX	Bookpaper A4 70gsm 5reams/box	120.00	915.1786	109,821.43
INPUT VAT 12					13,178.57
Total: One Hundred Twenty-Three Thousand Pesos					123,000.00

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.

It is understood that this Purchase Order will be served in Accordance with applicable laws, rules and regulations.

Recommending Approval:

CORAZON T. GO
Administrative Division Manager

Approved:

KAHLIL L. LAMIGO
Acting Port Manager

Conforme:

CYRUS D. JAGONOY
Signature Over Printed Name of Supplier
04-22-2025
Date

Funds Available:

VIRGINIO C. PUYAT 4/24/25
Acting Finance Division Manager
10404010 - Office Supplies Inventory

Oracle E-Business Suite Release 12.2.6

PHILIPPINE PORTS AUTHORITY
PMO - Eastern Leyte/Samar
Port Area, Tacloban City
Tel. No. (053) 832-3962

Bids and Awards Committee - Procurement of Goods and Consultancy Services and Engineering Projects (BAC-PGCS/EP)

ABSTRACT OF QUOTATIONS

Purchase Request No. : **TAC-4632-25**
Purchase Request Date : **March 27, 2025**
Title/Project : **Office Supplies**
End User : **Admin., PPA PMO-Eastern Leyte/Samar**
Approved Budget for the Contract: **129,000.00**

Date : April 11, 2025
Time : 12:00 pm

Item No.	PARTICULARS	QTY.	UNIT	PRICE	NAME OF BIDDERS									
					GWYNS OFFICE SUPPLIES & EQUIPMENT TRADING		NEW FIVE STAR TRADING & PRINTING PRESS		JOEBZ MARKETING		HANZ GRAPHICS DIGITAL IMAGING CENTER		LEYTE PAPERWORLD	
					UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	Bookpaper A4 70gsm 5reams/box	120	box	129,000.00	1,025.00	123,000.00	1,200.00	144,000.00	1,300.00	156,000.00	1,400.00	168,000.00	1,500.00	180,000.00
AMOUNT AWARDED						**123,000.00**		**144,000.00**		**156,000.00**		**168,000.00**		**180,000.00**
Documentary Requirements:														
• Mayor's Business Permit					**Document on file - 12/31/25**		**Document on file - 12/31/25**		**X**		**Document on file - 12/31/25**		**Document on file - 12/31/25**	
• PhilGEPS Certificate of Registration					**Document on file - 04/24/25**		**Document on file - 07/10/25**		**X**		**Document on file - 09/17/25**		**Document on file - 06/11/25**	
REMARKS					**PASSED**		**FAILED**		**FAILED**		**FAILED**		**FAILED**	

Prepared by:

JENNYLYN B. SEJALVO
BAC-PGCS TWG HEAD

- on leave -
ANN THERESSE V. MARCOS
BAC-PGCS TWG Member

CHRISTIAN C. JIMENEZ
BAC-PGCS TWG Member

ACTION OF THE BIDS AND AWARDS COMMITTEE:

Recommending award to **GWYNS OFFICE SUPPLIES AND EQUIPMENT TRADING** or having the SINGLE calculated and responsive quotation.

GLENN S. LAGUNAY
BAC Chairperson

JENNELYN S. SIOSANA
BAC Vice-Chairperson

HILDA F. NAVARRO
BAC Member

HOMER M. HOMERES
BAC Provisional Member

ON LEAVE
ERLINDA L. ENTROLIZO
End-User Representative

Approved by:

KAHLIL L. LAMIGO
Acting Port Manager