# PURCHASE ORDER

Philippine Ports Authority

Run Date: 05-JUL-2024 08:54:18
Run By: ARALARRT

Supplier: HBC ENTERPRISES
Address: LEVEL 2 ROBINSON NORTH BRGY. 91, ABUCAY
TIN: 930-070-751-00000
PO Type: STANDARD
Mode of Procurement:

PO No.: TAC-2601-24
PO Date: 05-JUL-24
PR No.: TAC-4366-24
PR Date: 28-MAY-24

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 calendar days

Date of Delivery: twenty calendar days
Payment Term: Immediate

| Item No. | Unit | Description | Quantity | Unit Cost | Amount |
|---|---|---|---|---|---|
| COS-ASD217 | BOX | Bond Paper Extra Long 5reams/box | 15.00 ✓ | 1,383.9286 | 20,758.93 |
| ILOOFCSUP96 | BOX | Bond Paper A4 5reams/box 80gsm | 80.00 ✓ 30+15 | 1,160.7143 | 92,857.14 |
| OOS-ASD3267 | BOX | Bond Paper Long 5reams/box 80gsm | 40.00 ✓ | 1,250.0000 | 50,000.00 |
| INPUT VAT 12 | | | | | 19,633.93 |
| Total: One Hundred Eighty-Three Thousand Two Hundred Fifty Pesos | | | | | 183,250.00 |

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent of the total value of this Order for each day of delay shall be imposed.

**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:

MANUEL A. BOHOLANO
Port Manager

Conforme:

HAYDEE B. CAYUDIT
Signature Over Printed Name of Supplier
07/16/2024
Date

Funds Available:

MERLE OSIA CRUZ
Finance Division Manager

10404010 - OFFICE SUPPLIES INVENTORY

IAR# TAC - 2103 - 24

OFFICE OF THE AUDITOR
PHILIPPINE PORTS AUTHORITY
PMO ILI/S ILACOBAN)
RECEIVED
DATE: 4/13/24
TIME: 10:14 AM
BY:

Oracle E-Business Suite Release 12.2.6

20240806O3

**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-4366-24**
**Purchase Request Date** : **May 28, 2024**
**Title/Project** : **Office Supplies**
**End User** : **Admin., PPA PMO-Eastern Leyte/Samar**
**Approved Budget for the Contract:** **186,750.00**

**Date : July 02, 2024**
**Time : 2:00 pm**

| Item No. | PARTICULARS | QTY. | UNIT | PRICE | NAME OF BIDDERS: HBC ENTERPRISES UNIT PRICE | HBC ENTERPRISES TOTAL | HANZ GRAPHICS DIGITAL IMAGING CENTER UNIT PRICE | HANZ GRAPHICS DIGITAL IMAGING CENTER TOTAL | RPL GENERAL MERCHANDIS UNIT PRICE | RPL GENERAL MERCHANDIS TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Bond Paper Extra Long 5reams/box | 15 | box | 24,750.00 | 1,550.00 | 23,250.00 | 1,600.00 | 24,000.00 | 1,650.00 | 24,750.00 |
| 2 | Bond Paper A4 5re0ams/box 80gsm | 80 | box | 104,000.00 | 1,300.00 | 104,000.00 | 1,450.00 | 116,000.00 | 1,450.00 | 116,000.00 |
| 3 | Bond Paper Long 5reams/box 80gsm | 40 | box | 58,000.00 | 1,400.00 | 56,000.00 | 1,420.00 | 56,800.00 | 1,430.00 | 57,200.00 |
| **AMOUNT AWARDED** | | | | | | **183,250.00** | | **196,800.00** | | **197,950.00** |
| **Documentary Requirements:** | | | | | | | | | | |
| • Mayor's Business Permit | | | | | **Document on file 12/31/24** | | **Document on file 12/31/24** | | **Document on file 12/31/24** | |
| • PhilGEPS Certificate of Registration | | | | | **Document on file 12/28/24** | | **Document on file 08/17/24** | | **X** | |
| **REMARKS** | | | | | **PASSED** | | **FAILED** | | **FAILED** | |

Prepared by:

**JENNYLYN B. SEJALVO**
BAC-PGCS TWG HEAD

**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 **HBC ENTERPRISES** for having the SINGLE calculated and responsive quotation.

IAR # TAC - 2103 - 24

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

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**GLENN S. LAGUNAY**
BAC Chairperson

**JENNELYN S. SIOSANA**
BAC Vice-Chairperson

**HILDA F. NAVARRO**
BAC Member

**HOMER M. HOMERES**
BAC Provisional Member

**ERLINDA L. ENTROLIZO**
End-User Representative

Approved by:

**MANUEL A. BOHOLANO**
Port Manager