

PURCHASE ORDER

Philippine Ports Authority

Run Date: 12-AUG-2025 14:52:38
Run By: ARALARRT

Supplier: HANZ GRAPHICS & DIGITAL IMAGING CENTER
Address: JUSTICE ROMUALDEZ ST. BARANGAY 14 TACLOBAN CITY
6500
TIN: 166-548-374-00000
PO Type: STANDARD
Mode of Procurement:

PO No.: M303-002722-25
PO Date: 12-AUG-25
PR No.: M303-4728-25
PR Date: 19-JUN-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 five calendar days

Date of Delivery: twenty five calendar days

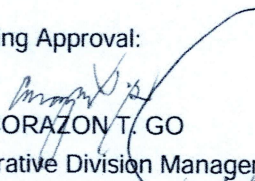
Payment Term: Immediate

Item No.	Unit	Description	Quantity	Unit Cost	Amount
COS-ASD1317	BOX	Continous Form	80.00	1,292.8571	103,428.57
COS-ASD636	RM	Bookpaper A4, 5 reams/box	150.00	1,089.2857	163,392.86
COS-ASD636	BOX	Bookpaper Long, 5 reams/box	80.00	1,178.5714	94,285.71
INPUT VAT 12					43,332.86
Total: Four Hundred Four Thousand Four Hundred Forty Pesos					404,440.00

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.

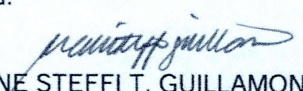
It is understood that this Purchase Order will be served in Accordance with applicable laws, rules and regulations.

Recommending Approval:


CORAZON T. GO

Administrative Division Manager

Approved:


DIANE STEFFI T. GUILLAMON

Acting Port Manager

Conforme:


Signature Over Printed Name of Supplier
AUG 14 2025
Date

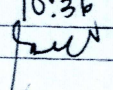
Funds Available:


VIRGINIO C. PUYAT
Acting Finance Division Manager

10404010 OFFICE SUPPLIES INV.

OFFICE OF THE AUDITOR
PHILIPPINE PORTS AUTHORITY
PMO 11/S (TACLOBAN)

RECEIVED

DATE: 10/3/25
TIME: 10:36
BY: 

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-4728-25 ✓
Purchase Request Date : June 19, 2025 ✓
Title/Project : Office Supplies ✓
End User : Admin., PPA PMO-Eastern Leyte/Samar
Approved Budget for the Contract: 430,500.00 ✓

Date : July 21, 2025
Time : 2:00 pm

Item No.	PARTICULARS	QTY.	UNIT	PRICE	NAME OF BIDDERS									
					HANZ GRAPHICS DIGITAL IMAGING ✓		GWYN'S OFFICE SUPPLIES & EQUIPMENT ✓		NEW FIVE STAR TRADING & PRINTING PRESS ✓		LEYTE PAPERWORLD ✓		HBC ENTERPRISES ✓	
					UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	Continuous Form 11 X 9 1/2, 3 ply A4 ✓	80	box	116,000.00	1,448.00	115,840.00	1,650.00	132,000.00	1,499.00	119,920.00	1,589.00	127,120.00	1,900.00	152,000.00
2	Bookpaper A4, 5 reams/box 80gsm ✓	150	box	202,500.00	1,220.00	183,000.00	1,225.00	183,750.00	1,310.00	196,500.00	1,325.00	198,750.00	1,300.00	195,000.00
3	Bookpaper Long, 5 reams/box 80gsm ✓	80	box	112,000.00	1,320.00	105,600.00	1,325.00	106,000.00	1,395.00	111,600.00	1,395.00	111,600.00	1,350.00	108,000.00
AMOUNT AWARDED					404,440.00 ✓		421,750.00 ✓		428,020.00 ✓		437,470.00 ✓		455,000.00 ✓	
Documentary Requirements:														
• Mayor's Business Permit					Document on file - 12/31/25 ✓		Document on file - 12/31/25		Document on file - 12/31/25		Document on file - 12/31/25		Document on file - 12/31/25	
• PhilGEPS Certificate of Registration					Document on file - 09/17/25 ✓		Document on file - 04/30/26		Document on file - 07/10/25		Document on file - 06/09/26		Document on file - 02/04/26	
REMARKS					PASSED ✓		PASSED ✓		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

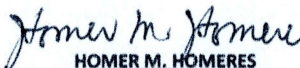
ACTION OF THE BIDS AND AWARDS COMMITTEE:

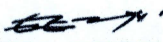
Recommending award to HANZ GRAPHICS & DIGITAL IMAGING for having the LOWEST calculated and responsive quotation.


GLENN S. LAGUNAY
BAC Chairperson

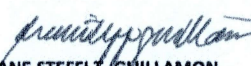

JENNELYN S. SIQSANA
BAC Vice-Chairperson


HILDA F. NAVARRO
BAC Member


HOMER M. HOMERES
BAC Provisional Member


ERLINDA L. ENTROLIZO
End-User Representative

Approved by:


DIANE STEFFI T. GUILLAMON
Acting Port Manager