

PURCHASE ORDER

Philippine Ports Authority

Run Date: 16-JUN-2025 17:41:55
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.: M303-002711-25
PO Date: 16-JUN-25
PR No.: M303-4666-25
PR Date: 24-APR-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-ASD337	PC	✓ Scissors 21cm x 8"1/4	20.00 ✓	107.1429	2,142.86
BAT-AS0046	PK	✓ Brown Envelope Short 500pcs/pack	3.00 ✓	861.6071	2,584.82
BAT-AS0059	BOX	✓ Rubber Bands 520 gms small	30.00 ✓	29.0179	870.54
NPS-PPA850	PC	✓ Calculator 12 digits solar and battery	15.00 ✓	441.9643	6,629.46
NPS-PPA852	PC	✓ Correction Tape 8m	150.00 ✓	20.5357	3,080.36
COS-ASD402	BOT	✓ Glue, Multipurpose 130g	70.00 ✓	46.8750	3,281.25
NPS-PPA2189	PC	✓ Clipboard Long black color	30.00 ✓	98.2143	2,946.43
COS-ASD890	BOX	✓ Expanding Envelope w/ garter 100pcs/box	2.00 ✓	1,562.5000	3,125.00
COS-ASD944	PK	✓ Photo Paper 20pcs/pack	40.00 ✓	79.4643	3,178.57
OTE-ASD027	PK	✓ Battery AA 2pcs/pack	60.00 ✓	29.0179	1,741.07
OTE-ASD027	PK	✓ Battery AAA 2pcs/pack	60.00 ✓	34.8214	2,089.29
OTE-ASD027	PC	✓ Battery 9V	4.00 ✓	72.3214	289.29
CCM-ASD899	PK	✓ PVC Cover A4 250micro 100 sheets/pack	2.00 ✓	794.6429	1,589.29
CCM-ASD922	PCS	✓ Data Box Filer Long with Finger ring hole	170.00 ✓	142.8571	24,285.71
COS-ASD050	BOX	✓ Folder Pressboard w/o Tab Green 100pcs/box	10.00 ✓	3,526.7857	35,267.86
COS-ASD114	BOX	✓ Sign/Gel Pen Retractable 0.5 12pcs/box (blue-10 box; black-10 box)	20.00 ✓	616.0714	12,321.43
COS-ASD125	RL	✓ Transparent Tape 1"	50.00 ✓	14.0625	703.13
NPS-PPA010	BOX	✓ Ballpen 12pcs/box black color	60.00 ✓	72.3214	4,339.29
NPS-PPA059	PC	✓ Storage Box 95L Blue	100.00 ✓	1,049.1071	104,910.71
DGT-PPA929	BOX	✓ Disposable Paper cups 8oz 1000pcs/box	5.00 ✓	1,142.8571	5,714.29
COS-ASD1203	BOX	✓ Laid Paper/ Specialty Paper 8.5 x 11.7 A4 (Powder Blue, Light Green, Off White (for HR) 100 gsm 500s/box	3.00 ✓	1,236.6071	3,709.82
OOS-ASD3083	PC	✓ Ruler 12"	20.00 ✓	4.0179	80.36
OOS-ASD3053	PC	✓ Philippine Flag Fabric 3ft x 5ft	50.00 ✓	236.6071	11,830.36
OOS-ASD3169	PC	✓ Ring Binder 1/4"	10.00 ✓	8.4821	84.82
OOS-ASD3169	PC	✓ Ring Binder 1/2"	10.00 ✓	13.3929	133.93
OOS-ASD3169	PC	✓ Ring Binder 3/4"	10.00 ✓	18.7500	187.50
OOS-ASD3111	PK	✓ Sticker Paper Matte 10s/pack A4	50.00 ✓	49.1071	2,455.36
OOS-ASD3218	PK	✓ Index Tabs Transparent (5 tabs/pack)	30.00 ✓	102.6786	3,080.36

INPUT VAT 12

29,118.35

Total: Two Hundred Seventy-One Thousand Seven Hundred
Seventy-One & 51/100 Pesos

271,771.51

2025100815

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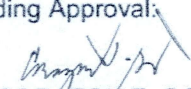
Date of Delivery: twenty five calendar days

Payment Term: Immediate

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.

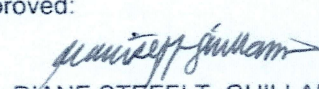
It is understood that this Purchase Order will be served in Accordance with applicable laws, rules and regulations.

Recommending Approval:

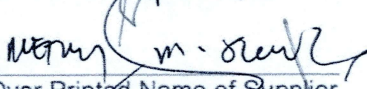

CORAZON T. GO

Administrative Division Manager

Approved:


DIANE STEFFI T. GUILLAMON
Acting Port Manager

Conforme:


Signature Over Printed Name of Supplier

JUN 20 2025
Date

DD:
7/15/25

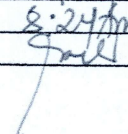
OFFICE OF THE AUDITOR ✓
PHILIPPINE PORTS AUTHORITY
PMO II/S (TACLOBAN)

RECEIVED

Funds Available:


VIRGINIO C. PUYAT
Acting Finance Division Manager

10404010- Office Supplies Inventory

DATE: 9/24/25
TIME: 8:24 AM
BY: 

2025100815

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-4666-25
Purchase Request Date : April 24, 2025
Title/Project : Office Supplies
End User : Admin., PPA PMO-Eastern Leyte/Samar
Approved Budget for the Contract: 283,439.00

Date : May 30, 2025
Time : 2:00 pm

Item No.	PARTICULARS	QTY.	UNIT	PRICE	NAME OF BIDDERS							
					HANZ GRAPHICS DIGITAL IMAGING		PROCARE ENTERPRISES OPC		NEW FIVE STAR TRADING & PRINTING PRESS		LEYTE MIGHTY MINDS MARKETING	
					UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	Disposable Paper Cups 8oz 1000pcs/box	5	box	7,000.00	1,280.00	✓ 6,400.00	1,285.00	6,425.00	1,300.00	6,500.00	1,320.00	
2	Ballpen 12pcs/box, black color	60	box	5,040.00	81.00	✓ 4,860.00	81.50	4,890.00	84.00	5,040.00	95.00	
3	Sticker Paper Matte 10s/pack A4	50	pk	3,000.00	55.00	✓ 2,750.00	55.60	2,780.00	59.00	2,950.00	65.00	
4	Sign/Gel Pen Retractable 0.5 12pcs/box (Blue-10box; black-10 box)	20	box	15,600.00	690.00	✓ 13,800.00	692.00	13,840.00	750.00	15,000.00	710.00	
5	Scissors 21cm x 8" 1/4	20	pc	2,900.00	120.00	✓ 2,400.00	122.00	2,440.00	130.00	2,600.00	125.00	
6	Transparent Tape 1"	50	rl	900.00	15.75	✓ 787.50	16.00	800.00	18.00	900.00	18.00	
7	Ring Binder 3/4"	10	pc	250.00	21.00	✓ 210.00	21.90	219.00	25.00	250.00	25.00	
8	Ring Binder 1/2"	10	pc	180.00	15.00	✓ 150.00	16.90	169.00	18.00	180.00	18.00	
9	Ring Binder 1/4"	10	pc	120.00	9.50	✓ 95.00	9.90	99.00	12.00	120.00	12.00	
10	Photo Paper 20pcs/pack	40	pk	3,800.00	89.00	✓ 3,560.00	89.90	3,596.00	90.00	3,600.00	95.00	
11	Philippine Flag Fabric 3ft. X 5ft.	50	pc	14,000.00	265.00	✓ 13,250.00	268.00	13,400.00	270.00	13,500.00	270.00	
12	Ruler 12"	20	pc	120.00	4.50	✓ 90.00	4.90	98.00	6.00	120.00	6.00	
13	Rubber Bands 520gsm small	30	box	1,050.00	32.50	✓ 975.00	32.90	987.00	35.00	1,050.00	35.00	
14	Laid Paper/Specialty Paper 8.5 X 11.7 A4 (Powder Blue, Light Green, Off White (for HR) 100gsm 500s/box	3	box	4,185.00	1,385.00	✓ 4,155.00	1,387.00	4,161.00	1,390.00	4,170.00	1,420.00	
15	Index Tabs Transparent (5tabs/pack)	30	pk	3,600.00	115.00	✓ 3,450.00	117.00	3,510.00	120.00	3,600.00	120.00	
16	Glue, Multipurpose 130g	70	bot	3,850.00	52.50	✓ 3,675.00	52.90	3,703.00	55.00	3,850.00	55.00	
17	Folder Pressboard w/o Tab Green 100pcs/box	10	box	40,000.00	3,950.00	✓ 39,500.00	3,960.00	39,600.00	4,000.00	40,000.00	4,000.00	
18	PVC Cover A4 250micro 100 sheets/pack	2	pk	1,814.00	890.00	✓ 1,780.00	892.00	1,784.00	900.00	1,800.00	910.00	
19	Expanding Envelope w/ garter 100pcs/ box	2	box	3,600.00	1,750.00	✓ 3,500.00	1,770.00	3,540.00	1,800.00	3,600.00	1,800.00	
20	Data Filer Long with Finger ring hole	170	pc	28,050.00	160.00	✓ 27,200.00	160.90	27,353.00	165.00	28,050.00	180.00	
21	Correction Tape 8m	150	p	4,200.00	23.00	✓ 3,450.00	23.90	3,585.00	25.00	3,750.00	26.00	
22	Clipboard Long, Black color	30	p	3,600.00	110.00	✓ 3,300.00	112.00	3,360.00	120.00	3,600.00	115.00	
23	Calculator 12 digits solar and battery	15	p	7,800.00	495.00	✓ 7,425.00	496.00	7,440.00	520.00	7,800.00	510.00	
24	Brown Envelope Short 500pcs/pack	3	pk	3,000.00	965.00	✓ 2,895.00	968.00	2,904.00	990.00	2,970.00	990.00	
25	Battery 9V	4	pc	380.00	81.00	✓ 324.00	81.90	327.60	95.00	380.00	95.00	
26	Battery AAA 2pcs/pack	60	pk	3,000.00	39.00	✓ 2,340.00	39.90	2,394.00	49.00	2,940.00	45.00	
27	Battery AA 2pcs/pack	60	pk	2,400.00	32.50	✓ 1,950.00	32.90	1,974.00	40.00	2,400.00	35.00	
28	Storage Box 95L, Blue	100	pc	120,000.00	1,175.00	✓ 117,500.00	1,178.00	117,800.00	1,200.00	120,000.00	1,215.00	
AMOUNT AWARDED					271,771.50		273,178.60		280,720.00		-	
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	
• PhilGEPS Certificate of Registration					Document on file - 09/17/25		Document on file - RED-		Document on file - 7/10/25		Document on file - RED-	
REMARKS					PASSED		PASSED		PASSED		FAILED	

2025100815

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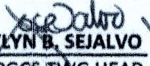
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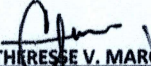
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Prepared by:


JENNYLYN B. SEJALVO
BAC-PGCS TWG HEAD

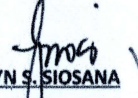

ANN THERESE V. MARCOS
BAC-PGCS TWG Member

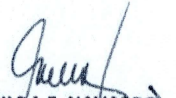

CHRISTIAN C. JIMENEZ
BAC-PGCS TWG Member

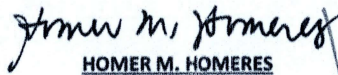
ACTION OF THE BIDS AND AWARDS COMMITTEE:

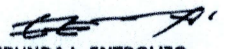
Recommending award to HANZ GRAPHICS & DIGITAL IMAGING for having the LOWEST calculated and responsive quotation.


GLENN S. LAGUNAY
BAC Chairperson


JENNELYN S. SIOSANA
BAC Vice-Chairperson


HILDA F. NAVARRO
BAC Member


HOMER M. HOMERES
BAC Provisional Member


ERLINDA L. ENTROLIZO
End-User Representative

Approved by:


KAHILIL L. LAMIGO
Acting Port Manager

202510081

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