PURCHASE ORDER

Philippine Ports Authority

Run Date: 04-AUG-2023 14:03:53
Run By: MAGALLANRA

Supplier: HANZ GRAPHICS AND DIGITAL IMAGING CENTER
Address: Zamora Street
TIN: 166-548-378-0088
PO Type: STANDARD

PO No.: TAC-2500-23
PO Date: 04-AUG-23
PR No.: TAC-4161-23
PR Date: 14-JUN-23

Mode of Procurement:

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
NPS-PPA2486	BOX	Binder Clip, 51mm, metal, 12pcs per box	23.00	93.7500	2,156.25
COS-ASD934	PK	Push Pins	5.00	39.2857	196.43
COS-ASD944	PK	Photo Paper, 20pcs per pack	3.00	115.1786	345.54
COS-ASD957	BOX	WhiteBoard Pen, Black, 12pcs per box	36.00	669.6429	24,107.14
COS-ASD051	PC	Folder Tagboard, Long	400.00	6.0268	2,410.71
COS-ASD050	BOX	Folder Pressboard, White, Plain, Legal size, 100pcs per box	3.00	3,616.0714	10,848.21
ILOOFCSUP39	BOX	Pencil, Mongol, #2, 12pcs per box	14.00	104.4643	1,462.50
ILOOFCSUP40	BOT	Stamp Pad Ink, 50ml	43.00	52.6786	2,265.18
NPS-PPA010	BOX	Ballpen (Black-12, Blue-12) 25pcs per box	24.00	116.0714	2,785.71
NPS-PPA220	BOX	Permanent Marker, Broad, 12pcs per box	5.00	455.3571	2,276.79
NPS-PPA223	PC	Signpen Retractable 0.5 (Black-58, Blue-22)	80.00	60.7143	4,857.14
OOS-ASD380	JAR	Paste, Redstone, 200g	11.00	51.7857	569.64
COS-ASD217	BOX	Book Paper, A-4 (210 x 297, 80gsm) 5 reams per box	66.00	1,250.0000	82,500.00
NPS-PPA641	PC	Stapler #35 w/ staple remover, Heavy duty	5.00	150.0000	750.00
BAT-AS0050	PC	Expanding Envelope w/ garter, green color	90.00	13.3929	1,205.36
ILOOFCSUP132	RL	Plastic Twine, 1000g	6.00	180.3571	1,082.14
ILOOFCSUP96	BOX	Book Paper, Long (216 x 330mm, 80gsm) 5 reams per box	34.00	1,401.7857	47,660.71
NPS-PPA852	PC	Correction Tape, 8m	135.00	31.2500	4,218.75
COS-ASD402	BOT	Glue, Multipurpose 130g	17.00	49.1071	834.82
CES-ASD081	PC	Ring Binder, 1/4	12.00	11.1607	133.93
NPS-PPA2189	PC	Clipboard, Long, 8.5 x 13 with metal clip	5.00	116.0714	580.36
CCM-ASD840	RL	Masking Tape, 2"	34.00	69.6429	2,367.86
CCM-ASD852	BOX	Binder Clip, 38mm, metal, 12pcs per box	18.00	70.5357	1,269.64
OTE-ASD027	PK	Battery, AA, Black, 2pcs per pack	17.00	66.9643	1,138.39
COS-ASD965	PC	Stamp Pad No. 1	18.00	39.2857	707.14
COS-ASD1017	RL	Masking tape, 1"	29.00	30.3571	880.36
COS-ASD1017	RL	Transparent Tape, 2"	35.00	52.6786	1,843.75
COS-ASD1175	BOX	Staple Wire #35, 1000 strips/box	68.00	43.7500	2,975.00
CCM-ASD1014	PC	Signpen Retractable, 0.7, Black	2.00	60.7143	121.43
CES-ASD270	PC	Ring Binder, 1/2	12.00	15.6250	187.50
COS-ASD1387	RL	Binder Tape, 48mm	7.00	79.4643	556.25
COS-ASD1388	BOX	Binder Clip, 15mm, Metal, 12pcs per box	19.00	66.0714	1,255.36
OOS-ASD3075	PC	Record Book, 300pl	30.00	78.5714	2,357.14
OOS-ASD3167	PC	Record Book, 500p	30.00	115.1786	3,455.36
OOS-ASD3155	PC	Data Box Filer, Long w/ finger ring	70.00	183.0357	12,812.50

2023100813

PURCHASE ORDER

Philippine Ports Authority

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Address: Zamora Street
TIN: 166-548-378-0088
PO Type: STANDARD
Mode of Procurement:

PO No.: TAC-2500-23
PO Date: 04-AUG-23
PR No.: TAC-4161-23
PR Date: 14-JUN-23

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
Date of Delivery: twenty five calendar days
Delivery Term: twenty five calendar days
Payment Term: Immediate

Item No.	Unit	Description	Quantity	Unit Cost	Amount
		pocket for label holder (Blue-30, Green-20, Black-20)			
OOS-ASD3108	PC	Highlighter Pen, Marker, Multicolor	61.00	33.9286	2,069.64
OOS-ASD3111	PK	Sticker Paper Matte, A4 size, 10pcs per pack	20.00	115.1786	2,303.57
OOS-ASD3267	BOX	Book Paper, Short (8.5 x 11 80gsm) 5 reams per box	4.00	1,178.5714	4,714.29
COS-ASD1399	BOX	Computer Paper, 11 x 9-1/2, 3 ply, S-18	47.00	1,482.1429	69,660.71
OOS-ASD3263	BOX	Carbon Paper, Long ,8-1/2 x 13, (Black-6, Blue-2) 100shts per box	8.00	1,156.2500	9,250.00
OOS-ASD3279	PC	Folder Tagboard, A4	400.00	4.2411	1,696.43
INPUT VAT 12					37,784.37
Total: Three Hundred Fifty-Two Thousand Six Hundred Fifty-Four Pesos					352,654.00

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
Admin. Division Manager

Approved:

MANUEL A. BOHOLANO
Port Manager

Conforme:

Signature Over Printed Name of Supplier

Date 8-7-23 Sept. 1

OFFICE OF THE AUDITOR
PHILIPPINE PORTS AUTHORITY
PMO ILS (TACLOBAN)
RECEIVED
DATE: 09/07/2023
TIME: 2:24 PM
BY:

2023100813

Funds Available:

MERLE OSIA CRUZ
Finance Division Manager

IAR # TAC-2043-23

Initials ID OFFICE SUPPLIES INVENTORY

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-4161-23 ✓
Purchase Request Date : June 14, 2023
Title/Project : Office Supplies ✓
End User : Admin, PPA PMO-Eastern Leyte/Samar
Approved Budget for the Contract: 367,368.00 ✓

Date : July 26, 2023
Time : 2:00 pm

Item No.	PARTICULARS	QTY.	UNIT	PRICE	NAME OF BIDDERS: SHLJ OFFICE AND SCHOOL SUPPLIES TRADING ✓		HANZ GRAPHICS DIGITAL IMAGING ✓		FMK OFFICE AND SCHOOL SUPPLIES		NEW FIVE STAR TRADING AND PRINTING PRESS	
					UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	WhiteBoard Pen, Black, 12pcs per box ✓	36	box	28,080.00	633.84	22,818.24	750.00	27,000.00	760.00	27,360.00	850.00	30,600.00
2	Ballpen (Black-12, Blue-12) 25pcs per box ✓	24	box	3,600.00	105.64	2,535.36	130.00	3,120.00	135.00	3,240.00	145.00	3,480.00
3	Sticker Paper Matte, A4 size, 10pcs per pack ✓	20	pk	2,700.00	125.10	2,502.00	129.00	2,580.00	130.00	2,600.00	135.00	2,700.00
4	Stapler #35 w/ staple remover, Heavy duty ✓	5	pc	900.00	151.05	755.25	168.00	840.00	170.00	850.00	190.00	950.00
5	Staple Wire #35, 1000 strips/box ✓	68	box	3,672.00	44.48	3,024.64	49.00	3,332.00	50.00	3,400.00	58.00	3,944.00
6	Stamp Pad Ink, 50ml ✓	43	bot	2,795.00	44.75	1,924.25	59.00	2,537.00	60.00	2,580.00	65.00	2,795.00
7	Stamp Pad No. 1 ✓	18	pc	864.00	38.87	699.66	44.00	792.00	45.00	810.00	49.00	882.00
8	Signpen Retractable, 0.7, Black ✓	2	pc	150.00	123.71	247.42	68.00	136.00	70.00	140.00	75.00	150.00
9	Signpen Retractable 0.5 (Black-58, Blue-22) ✓	80	pc	6,000.00	47.32	3,785.60	68.00	5,440.00	70.00	5,600.00	75.00	6,000.00
10	Ring Binder, 1/2 ✓	12	pc	240.00	16.91	202.92	17.50	210.00	18.00	216.00	20.00	240.00
11	Ring Binder, 1/4 ✓	12	pc	180.00	14.30	171.60	12.50	150.00	13.00	156.00	18.00	216.00
12	Record Book, 500p ✓	30	pc	4,050.00	130.66	3,919.80	129.00	3,870.00	130.00	3,900.00	150.00	4,500.00
13	Record Book, 300p ✓	30	pc	2,850.00	85.46	2,563.80	88.00	2,640.00	90.00	2,700.00	89.00	2,670.00
14	Push Pins ✓	5	pk	240.00	38.92	194.60	44.00	220.00	45.00	225.00	60.00	300.00
15	Plastic Twine, 1000g ✓	6	rl	1,350.00	158.95	953.70	202.00	1,212.00	205.00	1,230.00	250.00	1,500.00
16	Photo Paper, 20pcs per pack ✓	3	pk	405.00	132.05	396.15	129.00	387.00	130.00	390.00	148.00	444.00
17	Permanent Marker, Broad, 12pcs per box ✓	5	box	2,700.00	365.04	1,825.20	510.00	2,550.00	520.00	2,600.00	590.00	2,950.00
18	Pencil, Mongol, #2, 12pcs per box ✓	14	box	1,680.00	116.61	1,632.54	117.00	1,638.00	118.00	1,652.00	130.00	1,820.00
19	Pate, Redstone, 200g ✓	11	jar	715.00	69.50	764.50	58.00	638.00	60.00	660.00	65.00	715.00
20	Masking Tape, 2" ✓	34	rl	2,890.00	140.39	4,773.26	78.00	2,652.00	80.00	2,720.00	88.00	2,992.00
21	Masking Tape, 1" ✓	29	rl	1,102.00	29.00	841.00	34.00	986.00	35.00	1,015.00	60.00	1,740.00
22	Highlighter Pen, Marker, Multicolor ✓	61	pc	2,562.00	36.14	2,204.54	38.00	2,318.00	40.00	2,440.00	60.00	3,660.00
23	Glue, Multipurpose 130g ✓	17	bot	1,003.00	68.11	1,157.87	55.00	935.00	56.00	952.00	59.00	1,003.00
24	Folder pressboard, White, Plain, Legal Size, 100pcs per box ✓	3	box	12,600.00	4,023.00	12,069.00	4,050.00	12,150.00	4,100.00	12,300.00	5,200.00	15,600.00
25	Folder Tagboard, Long ✓	400	pc	3,200.00	13.90	5,560.00	6.75	2,700.00	7.00	2,800.00	7.95	3,180.00
26	Folder Tagboard, A4 ✓	400	pc	2,400.00	11.12	4,448.00	4.75	1,900.00	5.00	2,000.00	6.25	2,500.00
27	Expanding Envelope w/ garter, green color ✓	90	pc	1,620.00	18.00	1,620.00	15.00	1,350.00	16.00	1,440.00	18.00	1,620.00

20231006:3

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-4161-23**
Purchase Request Date : **June 14, 2023**
Title/Project : **Office Supplies**
End User : **Admin, PPA PMO-Eastern Leyte/Samar**
Approved Budget for the Contract: **367,368.00**

Date : **July 26, 2023**
Time : **2:00 pm**

Item No.	PARTICULARS	QTY.	UNIT	PRICE	NAME OF BIDDERS: SHLJ OFFICE AND SCHOOL SUPPLIES TRADING		HANZ GRAPHICS DIGITAL IMAGING		FMK OFFICE AND SCHOOL SUPPLIES ✓		NEW FIVE STAR TRADING AND PRINTING PRESS ✓	
					UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
28	Data Box Filer, Long w/ finger ring hole 125mm x 230mm x 400mm with pocket for label holder (Blue-30, Green-20, Black-20) ✓	70	pc	15,120.00	250.20	17,514.00	205.00	14,350.00	210.00	14,700.00	225.00	15,750.00
29	Clipboards, Long, 8.5 x 13 with metal clip ✓	5	pc	700.00	128.14	640.70	130.00	650.00	135.00	675.00	140.00	700.00
30	Correction Tape, 8m ✓	135	pc	5,265.00	30.00	4,050.00	35.00	4,725.00	36.00	4,860.00	42.00	5,670.00
31	Computer Paper, 11 x 9-1/2, 3 ply, S-18 ✓	47	box	78,960.00	1,668.00	78,396.00	1,660.00	78,020.00	1,665.00	78,255.00	1,800.00	84,600.00
32	Carbon Paper, Long, 8-1/2 x 13, (Black-6, Blue-2) 100shts per box ✓	8	box	10,800.00	2,001.60	16,012.80	1,295.00	10,360.00	1,300.00	10,400.00	1,350.00	10,800.00
33	Binder Clip, 51mm, metal, 12pcs per box ✓	23	box	2,760.00	90.35	2,078.05	105.00	2,415.00	110.00	2,530.00	125.00	2,875.00
34	Binder Clip, 38mm, metal, 12pcs per box ✓	18	box	1,620.00	61.16	1,100.88	79.00	1,422.00	80.00	1,440.00	82.00	1,476.00
35	Binder Clip, 15mm, metal, 12pcs per box	19	box	1,520.00	52.82	1,003.58	74.00	1,406.00	75.00	1,425.00	89.00	1,691.00
36	Binder Tape, 48mm ✓	7	rl	665.00	187.65	1,313.55	89.00	623.00	90.00	630.00	99.00	693.00
37	Book paper, Long (216 x 330mm, 80gsm) 5 reams per box ✓	34	box	54,400.00	1,362.20	46,314.80	1,570.00	53,380.00	1,580.00	53,720.00	1,640.00	55,760.00
38	Book paper, A4 (210 x 297mm, 80gsm) 5 reams per box ✓	66	box	95,700.00	1,251.00	82,566.00	1,400.00	92,400.00	1,420.00	93,720.00	1,500.00	99,000.00
39	Book paper, Short (8.5 x 11, 80gsm) 5 reams per box ✓	4	box	5,400.00	1,229.25	4,917.00	1,320.00	5,280.00	1,330.00	5,320.00	1,440.00	5,760.00
40	Battery, AA, Black, 2pcs per pack ✓	17	pk	1,530.00	85.00	1,445.00	75.00	1,275.00	80.00	1,360.00	89.00	1,513.00
41	Transparent Tape, 2" ✓	35	rl	2,380.00	45.00	1,575.00	59.00	2,065.00	60.00	2,100.00	75.00	2,625.00
AMOUNT AWARDED						**342,518.26** ✓		**352,654.00** ✓		**357,111.00** ✓		**388,064.00** ✓
Documentary Requirements:												
• Mayor's Business Permit					**Document on file 12/31/23**		**Document on file 12/31/23**		**Document on file 12/31/23**		**Document on file 12/31/22**	
• PhilGEPS Certificate of Registration					**X** ✓		**Document on file 08/04/23**		**Document on file 04/18/24**		**EXPIRED** ✓	
REMARKS					**FAILED** ✓		**PASSED** ✓		**PASSED** ✓		**FAILED** ✓	

Prepared by:

20231008

JENNYLYN B. SEJALVO
BAC-PGCS TWG HEAD

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

CHRISTIAN C. JIMENEZ
BAC-PGCS TWG Member

3500

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)

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Approved Budget for the Contract: **367,368.00**

Date : **July 26, 2023**
Time : **2:00 pm**

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

on travel
CORAZON T. GO
BAC Vice-Chairperson

on leave
JENNELYN S. SIOSANA
BAC Member

ROGELIO V. PATAN-AO
BAC Member

ERLINDA L. ENTROLIZO
End-User Representative

Approved by:

MANUEL A. BOHOLANO
Port Manager

DATE: 8/4/23
TIME: 9:07
RONEL A. MAGALLANES
PROCUREMENT OFFICER
PPA, PMO - EL/S

2023100813

JAR # TAC-2043-23