PHILIPPINE PORTS AUTHORITY

24 NOV 2020

NOTICE OF AWARD

CZARINA LIEZL D. BALMES
Account Executive
Enviro Guard Trading
Calicanto, Batangas City, Batangas
980-6474 / 09171270777
enviroguardtrading@yahoo.com

Dear **Ms. Balmes**:

We are happy to notify you that items listed in Annex "A" hereof, for the project, entitled: **SUPPLY/DELIVERY OF VARIOUS OFFICE SUPPLIES NOT AVAILABLE IN THE DBM-PS FOR USE OF COA PERSONNEL** is awarded to **ENVIRO GUARD TRADING** in the total amount of **TWENTY FOUR THOUSAND ONE HUNDRED FORTY TWO PESOS (PHP 24,142.00) PHILIPPINE CURRENCY** inclusive of 12% VAT.

You are hereby required enter into contract/purchase order with Philippine Ports Authority within ten (10) days from receipt hereof. Failure to comply with the said instruction shall constitute sufficient ground for the cancellation of this award.

Please sign on the "Conforme" section below and return to us one (1) copy of the same within three (3) calendar days from the date of receipt.

Truly yours,

JOSELITO D. SINOCRUZ PhD
Port Manager

Conforme:

CZARINA LIEZL D. BALMES
Enviro Guard Trading
Date: _____

ANNEX "A"

PHILIPPINE PORTS AUTHORITY

Project Title **Supply/Delivery of Various Office Supplies not Available in the DBM-PS for use of COA Personnel**

Reference No: **RFQ-23-PR-BAT-1148-20**

Delivery Site PPA Administration Building, Port Access Road, Calicanto, Batangas City

Supplier **Enviro Guard Trading**

Contract Amount **Php 26,872.94**

Item No.	Qty.	Unit	Items Description/Specification	Enviro Guard Trading	
				Unit Cost	Quoted Amount
1	3	PC	HP Laser Jet P1102, 85A Ink Cartridge	1,994.00	5,982.00
2	10	PRM	Paper, Multicopy, 80 gsm, A4	168.00	1,680.00
3	2	RL	Twine, Plastic	57.00	114.00
4	2	BOT	Stamp Pad Ink, purple or violet, 50ml (min.)	30.00	60.00
5	6	PC	HP 704 Colored Ink	364.00	2,184.00
6	6	PC	HP 704 Black Ink	364.00	2,184.00
7	6	PC	HP 678 Ink Advance Tri colour	364.00	2,184.00
8	6	PC	HP 678 Ink Advance Black	364.00	2,184.00
14	6	BOX	Paper Clip, 50 mm	16.00	96.00
15	6	BOX	Paper Clip, 33 mm	6.00	36.00
16	2	BOX	Pencil, lead with eraser	19.00	38.00
17	20	RL	Tape, Transparent, width: 24 mm	9.00	180.00
18	20	RL	Tape, Packing, width: 48 mm	18.00	360.00
21	1	BOX	Envelope, documentary legal	920.00	920.00
24	10	RM	Paper, Multicopy, 80 gsm, Legal	178.00	1,780.00
25	40	PC	Peerless Box	104.00	4,160.00
TOTAL CONTRACT AMOUNT (in Php)					**24,142.00**