



Department of National Defense
PHILIPPINE VETERANS AFFAIRS OFFICE
Quality Management System for Pension Management System
ISO 9001:2015 Certified



Contract Number: 50121-22-1122

NOTICE OF AWARD

06 SEP 2022

MS. ELLEN G. AQUINO
Owner
ALELEN ENTERPRISE
21-C Matiyaga St , Brgy. Central
Quezon City

Dear Ms. Aquino:

This is to notify you that the **Supply and Delivery of Common-Use Office Supplies** is hereby awarded to your company as the **Bidder with the Lowest Calculated and Responsive Quotation** in the total amount of **Four Hundred Seventy-Five Thousand Three Hundred Fifty-One Pesos & 50/100 (P 475,351.50)** pursuant to Section 34.4 of the 2016 R-IRR of RA 9184.

You are therefore required within three (3) calendar days from the receipt of this Notice of Award to formally enter into contract with us. Failure to enter into the said contract shall constitute a sufficient ground for cancellation of this award.

Truly yours,

USEC. REYNALDO B. MAPAGU
Administrator, PVAO

Conforme:

Ellen Aquino

Date: Sept 6, 2022



Department of National Defense
PHILIPPINE VETERANS AFFAIRS OFFICE
Quality Management System for Pension Management System
ISO 9001:2015 Certified



Certificate Number: SCU001713Q

NOTICE TO PROCEED

12 SEP 2022

MS. ELLEN G. AQUINO

Owner

ALELEN ENTERPRISE

21-C Matiyaga St., Brgy. Central

Quezon City

Dear Ms. Aquino:

The attached Purchase Order having been approved, notice is hereby given to **ALELEN ENTERPRISE** for the **Supply and Delivery of Common-Use Office Supplies**, within fifteen (15) calendar days upon receipt and acceptance of this Notice.

You are responsible for performing the services under the terms and conditions of the Purchase Order.

Please acknowledge receipt and acceptance of this Notice by signing both copies in the space provided below. Keep one copy and return the other to the PHILIPPINE VETERANS AFFAIRS OFFICE.

Truly yours,

USEC. REYNALDO B. MAPAGU
Administrator, PVAO

Conforme:

ELLEN G. AQUINO

Date: 9/14/2022

Serbisyo sa Beterano, Serbisyo sa Bayan

**PURCHASE ORDER
PHILIPPINE VETERANS AFFAIRS OFFICE**

Supplier : ALELEN ENTERPRISE	P.O. No. : PVAO-PO-S-22-09-58
Bank Name: LANDBANK OF THE PHILIPPINES - Elliptical Rd, Q.C Br.	Contact Person Ms. Ellen G. Aquino
Acct. Name ALELEN ENTERPRISE by ELLEN AQUINO	Contact No: 09172091254
Acct. No: 1721-0372-03	Date: 06-Sep-22
Address : 21-C Matiyaga St., Brgy. Central, Quezon City	Mode of Procurement : Shopping - Sec. 52.1 (b)
TIN : 179-876-721-000	

Gentlemen:
Please furnish this Office the following articles subject to the terms and conditions contained herein:

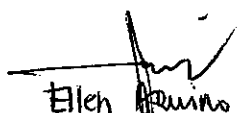
Place of Delivery : PVAO Main Office, Camp Gen. Emilio Aguinaldo, Quezon City	Delivery Term : Complete delivery within 15. c.d. upon receipt of the Notice to Proceed
Date of Delivery : Within fifteen (15) c.d. upon receipt of the Notice to Proceed	Payment Term : Within thirty (30) c.d. upon complete delivery and acceptance of goods

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
Supply and Delivery of Common-Use Office Supplies					
	pc	Data File Box	1,450	99.45	144,202.50
	pack	Film Index, (Flag Tape) "Sign Here" Label	500	55.80	27,900.00
	ream	Folder, Filing, Kraft, Legal Size	125	347.20	43,400.00
	ream	Folder with Tab, A4 Size	100	954.80	95,480.00
	pc	Folder, Fancy with Slide, A4	600	21.10	12,660.00
	pc	Pressboard Folder, Legal Size	700	21.30	14,910.00
	pack	Multi-purpose Board, A4 Size, 120gsm	300	137.80	41,340.00
	pack	Photo Paper, Glossy A4 Size	50	68.20	3,410.00
	pack	Conqueror Texture Laid Paper, A4 Size	100	95.50	9,550.00
	pc	Ballpen, Retractable	1,500	4.47	6,705.00
	unit	Dater, Self-inking	40	285.20	11,408.00
	btl	Refill Ink for Self-Inking Stamps (28ml / bottle)	100	229.40	22,940.00
	pc	Glue Stick	300	9.30	2,790.00
	roll	Transparent Tape, 1in	300	11.80	3,540.00
	roll	Packaging Tape	200	26.00	5,200.00
Sub Total					445,435.50


- page 1 of 2 -

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.

Conforme:


Ellen Aquino
 Signature over Printed Name of Supplier
9/6/2022
 Date

Very truly yours,


USEC REYNALDO B. MAPAGU
 PVAO ADMINISTRATOR

Fund Cluster : 01
 Funds Available : 475,351.50
 Signature over Printed Name of Chief Accountant/Head of Accounting
GRACIA BACDAY
 Division/Unit

ORS/BURS No. : 02-10114-2022-09-002252
 Date of the ORS/BURS: 07 SEP 2022
 Amount : 475,351.50

PURCHASE ORDER
PHILIPPINE VETERANS AFFAIRS OFFICE

Supplier : ALELEN ENTERPRISE	P.O. No. : PVAO-PO-S-22-09-58
Bank Name: LANDBANK OF THE PHILIPPINES - Elliptical Rd, Q.C Br.	Contact Person: Ms. Ellen G. Aquino
Acct. Name: ALELEN ENTERPRISE by ELLEN AQUINO	Contact No.: 09172091254
Acct. No.: 1721-0372-03	Date: 06-Sep-22
Address : 21-C Matiyaga St., Brgy. Central, Quezon City	Mode of Procurement : Shopping - Sec. 52.1 (b)
TIN : 179-876-721-000	

Gentlemen:
Please furnish this Office the following articles subject to the terms and conditions contained herein:

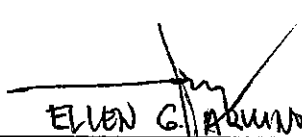
Place of Delivery : PVAO Main Office, Camp Gen. Emilio Aguinaldo, Quezon City	Delivery Term : Complete delivery within 15. c.d. upon receipt of the Notice to Proceed
Date of Delivery : Within fifteen (15) c.d. upon receipt of the Notice to Proceed	Payment Term : Within thirty (30) c.d. upon complete delivery and acceptance of goods

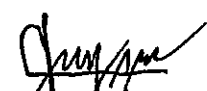
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	set	Desk Tray, Metal	20	520.00	10,400.00
	set	Desk Tray, Plastic	20	318.80	6,376.00
	box	Binder Clip (Backfold Clip) 31.75mm (1 ¼ in)	100	27.30	2,730.00
	box	Binder Clip (Backfold Clip) 25mm (1in)	300	21.10	6,330.00
	box	Binder Clip (Backfold Clip) 19mm (3/4in)	300	13.60	4,080.00
Sub Total					29,916.00
					445,435.50
<i>Purpose: For official use of PVAO (replenishment of warehouse stock)</i>					

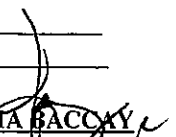
Total Amount in Words: Four Hundred Seventy-Five Thousand Three Hundred Fifty-One Pesos & 50/100 475,351.50

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.

Conforme: Very truly yours,


ELLEN G. AQUINO
 Signature over Printed Name of Supplier
9/6/2022
 Date


USEC REYNALDO B. MAPAGU
 PVAO ADMINISTRATOR

Fund Cluster : <u>01</u> Funds Available : <u>475,351.50</u> <div style="text-align: center;">  GRACIA BACAY Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit </div>	ORS/BURS No.: <u>02-10101-2022-09-102252</u> Date of the ORS/BURS: <u>10/7 SEP 2022</u> Amount : <u>475,351.50</u>
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