



Commission on Filipinos Overseas

PURCHASE ORDER

Document Code **CFO-AFD-FR-PRO-002**

Page No.

Revision No. **0**

Effective Date **15 March 2017**

Supplier : **AE SAMONTE MERCHANDISE** P.O. No. : **2024-06-052**
 Address : **Ground Floor, 1128 Escoda Street, Paco, Manila** Date : **25-Jun-24**
 TIN : **263-884-036-000** Mode of Procurement : **Shopping 52.1(b)**

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

Place of Delivery : **21st Floor, The Upper Class Tower, Scout Reyes St., corner Quezon Ave., Brgy. Paligsahan, Diliman, Quezon City** Delivery Term : **FULL SERVICES**
 Date of Delivery : **7 calendar days upon receipt of the Purchase Order** Payment Term : **LDDAP-ADA**

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
		Supply and Delivery of Various Office and Janitorial Supplies			
	ream	Multi-purpose Copy Paper - Legal size, 80gsm, 216 x 330 mm, 500 sheets per ream	100	230.00	23,000.00
	box	Staples no.35 (26/6) - box of 5000	100	28.00	2,800.00
	piece	MARKING PEN - BLACK	100	16.00	1,600.00
	piece	MARKING PEN - BLUE	100	16.00	1,600.00
	piece	"Sign Here" Tape Flags, 50 banderitas, 1"x1.7"	150	65.00	9,750.00
	piece	Note Pad Stick-On - 2" x 3" Pastel 100 sheets/pad	200	14.50	2,900.00
	Piece	Facial Tissue - 2-Ply 250-pulls	200	65.00	13,000.00
	Piece	TRASH BIN - 15L Plastic	36	210.00	7,560.00
	Box	BINDER CLIPS - 3/4" size, 1 dozen/box	100	18.00	1,800.00
	Box	BINDER CLIPS - 1" size, 1 dozen/box	120	22.00	2,640.00
	Box	BINDER CLIPS - 2" size, 1 dozen/box	100	55.00	5,500.00
	Piece	BALL POINT PEN - BLACK	600	4.98	2,988.00
	Piece	BALL POINT PEN - RED	300	4.98	1,494.00
	Piece	BALL POINT PEN - BLUE	600	4.98	2,988.00
* Attached conditions/specifications set in the quotation are part of this Order.					
(Per Purchase Request Nos. 2024-04-098 dated 29 April 2024)					
x-x-x-x-x-x-x-x-x-x-Nothing Follows-x-x-x-x-x-x-x-x-x-x					

(Total Amount in Words) SEVENTY NINE THOUSAND SIX HUNDRED TWENTY PESOS ONLY 79,620.00

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.

Conforme:

ALAIN SAMONTE
 Signature over Printed Name of Supplier
July 02 2024
 Date

Very truly yours,

SEC. ROMULO VARUGAY
 Chairperson

Fund Cluster : _____
 Funds Available : _____

CANDELARIO R. GARCIA
 Signature over Printed Name of Chief Accountant

ORS/BURS No. : _____
 Date of the ORS/BURS: _____
 Amount : _____



Republic of the Philippines
Office of the President of the Philippines
COMMISSION ON FILIPINOS OVERSEAS
KOMISYON SA MGA PILIPINO SA IBAYONG DAGAT



June 25, 2024

NOTICE TO PROCEED

AE SAMONTE MERCHANDISE

Ground Floor, 1128 Escoda St.,
Paco, Manila

THRU: MR. ALAIN E. SAMONTE

Authorized Representative
AE Samonte Merchandise

Dear **Mr. Samonte**,

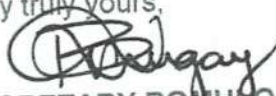
The attached Purchase Order / Contract Agreement having been approved, notice is hereby given to **AE SAMONTE MERCHANDISE**. Performance may commence on the contract for the following requirement under Purchase Request No. 2024-04-098 dated 29 April 2024 effective on the date of receipt of this notice:

CFO REQUIREMENTS	QTY.	UNIT	UNIT COST (IN PESOS AND VAT INCLUSIVE)	TOTAL COST (IN PESOS AND VAT INCLUSIVE)
Multi-Purpose Copy Paper - Legal Size, 80gsm, 216 X 330 Mm, 500 Sheets Per Ream	100	ream	230.00	23,000.00
Staples No.35 (26/6) - Box Of 5000	100	box	28.00	2,800.00
Marking Pen - Black	100	piece	16.00	1,600.00
Marking Pen - Blue	100	piece	16.00	1,600.00
"Sign Here" Tape Flags, 50 Banderitas, 1"X1.7"	150	piece	65.00	9,750.00
Note Pad Stick-on - 2" X 3" Pastel 100 Sheets/Pad	200	piece	14.50	2,900.00
Facial Tissue - 2-Ply 250-Pulls	200	Piece	65.00	13,000.00
Trash Bin – 15L Plastic	36	Piece	210.00	7,560.00
Binder Clips - 3/4" Size, 1 Dozen/Box	100	Box	18.00	1,800.00
Binder Clips - 1" Size, 1 Dozen/Box	120	Box	22.00	2,640.00
Binder Clips - 2" Size, 1 Dozen/Box	100	Box	55.00	5,500.00
Ball Point Pen - Black	600	Piece	4.98	2,988.00
Ball Point Pen - Red	300	Piece	4.98	1,494.00
Ball Point Pen - Blue	600	Piece	4.98	2,988.00
TOTAL AMOUNT				79,620.00

Delivery Schedule: 07 calendar days upon receipt of Notice to Proceed

Upon receipt of this notice, you are responsible for performing the services under the terms and conditions of the agreement and in accordance with the delivery schedule. 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 Commission on Filipinos Overseas.

Very truly yours,


SECRETARY ROMULO V. ARUGAY
Chairperson

I acknowledge receipt of this notice on
Name of the Representative of the Bidder : _____
Authorized Signature : _____

: July 02 2024

: 

: LAIN E. SAMONTE

The Head of the Procuring Entity or his duly authorized representative shall issue the Notice to Proceed within three (3) calendar days from the date of the approval of the contract.



Republic of the Philippines
Office of the President of the Philippines
COMMISSION ON FILIPINOS OVERSEAS
KOMISYON SA MGA PILIPINO SA IBAYONG DAGAT



June 25, 2024

Reference: PO No: 2024-06-052

NOTICE OF AWARD

AE SAMONTE MERCHANDISE

Ground Floor, 1128 Escoda St.,
Paco, Manila

THRU: MR. ALAIN E. SAMONTE
Authorized Representative
AE Samonte Merchandise

Dear **Mr. Samonte**,

This is to inform you that the Bids and Awards Committee (BAC) of the Commission on Filipinos Overseas has found you to be the lowest calculated responsive bidder for the **Supply and Delivery of Various Office and Janitorial Supplies** (Purchase Request No. 2024-04-098 dated 29 April 2024) and you are hereby issued this Notice of Award:

CFO REQUIREMENTS	QTY.	UNIT	UNIT COST (IN PESOS AND VAT INCLUSIVE)	TOTAL COST (IN PESOS AND VAT INCLUSIVE)
Multi-Purpose Copy Paper - Legal Size, 80gsm, 216 X 330 Mm, 500 Sheets Per Ream	100	ream	230.00	23,000.00
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TOTAL AMOUNT				79,620.00

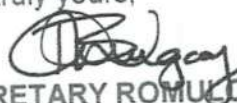
Delivery Schedule: 07 calendar days upon receipt of Notice to Proceed

INSTRUCTIONS:

If you have no corrections to the contents of this Notice of Award (NOA), please send an advance signed copy of the NOA together with the attached Contract/Purchase Order (**P.O. No. 2024-06-052 dated 25 June 2024**) within the day upon receipt of this notice.

Upon receipt of this notice, you are responsible for performing the services under the terms and conditions of the agreement and in accordance with the delivery schedule. 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 Commission on Filipinos Overseas.

Very truly yours,



SECRETARY ROMULO V. ARUGAY
Chairperson

I acknowledge receipt of this notice on
Name of the Representative of the Bidder : _____
Authorized Signature : _____

July 02 2011

ALAIN E. SAMONTE

The Head of the Procuring Entity or his duly authorized representative shall issue the Notice to Proceed within three (3) calendar days from the date of the approval of the contract.