



December 03, 2024

NOTICE TO PROCEED

AE SAMONTE MERCHANDISE

Ground Floor, 1128 Escoda Street,
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. 2024-10-201 dated 08 October 2024 effective on the date of receipt of this notice:

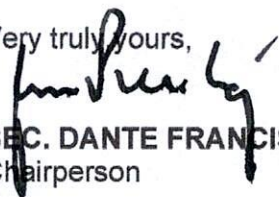
CFO REQUIREMENTS	QTY	UNIT	UNIT COST (In Pesos and VAT Inclusive)	TOTAL COST (In Pesos and VAT Inclusive)
Multi-purpose Copy Paper - Legal size, 80gsm	100	ream	220.00	22,000.00
Multi-purpose Copy Paper - A4 size, 80gsm	300	ream	205.00	61,500.00
Hand soap - Liquid, 500ml scented	125	bottle	95.00	11,875.00
Sticker Paper - White Glossy 10sheets/pack	200	pack	40.00	8,000.00
Two-Hole Paper Punch 20sheets	12	piece	150.00	1,800.00
Staples no.35 (26/6) - box of 5000	20	box	28.00	560.00
Fastener, Metal 70mm between prong cap.2" (5cm) 50sets	100	box	45.00	4,500.00
Expanding Envelopes - Long, Phoenix Kraft	100	pcs	15.00	1,500.00
Brown Envelopes - Long 100pcs/ream	50	Ream	250.00	12,500.00
White Folder - Long size 5ream/bundle	10	Bundle	2,050.00	20,500.00
White Glue - 200grams	30	pcs	65.00	1,950.00
Correction Tape - film base type 6m min. 3pcs/pack	60	pack	50.00	3,000.00

Note Pad Stick-on - 3" X 3" Pastel 100sheets/Pad	100	pcs	25.00	2,500.00
Tissue Toilet-Roll Jumbo Size - 4rolls/pack	38	pack	380.00	14,440.00
Facial Tissue - 2-Ply 250-Pulls	200	box	110.00	22,000.00
Janitorial Mop with metal push / wing nut	36	piece	250.00	9,000.00
Rags - All Cotton 32pcs/Kg min.	160	bundle	85.00	13,600.00
Trash Bag - small 25s/pack	360	pack	35.00	12,600.00
Scissors - Multipurpose 8"	120	pcs	60.00	7,200.00
Ball Point Pen - Black	300	pcs	5.00	1,500.00
Ball Point Pen - Blue	300	pcs	5.00	1,500.00
Thermal Paper - 80 x 70mm for queuing	150	roll	45.00	6,750.00
DIY Fabric conditioner Kit 10 Liters (Lavender or strawberry scent)	3	Pouch	298.00	894.00
TOTAL AMOUNT				241,669.00

Delivery Schedule: within 10 calendar days upon receipt of the 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 event 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,



SEC. DANTE FRANCIS M. ANG II
Chairperson

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

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.



December 03, 2024

Reference: **PO No: 2024-11-129**

NOTICE OF AWARD

AE SAMONTE MERCHANDISE

Ground Floor, 1128 Escoda Street,
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 awarded you the contract for the **Supply and Delivery of Various CFO Office and Janitorial Supplies not available in the PS-DBM** (Purchase Request No. 2024-10-201 dated 08 October 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	100	ream	220.00	22,000.00
Multi-purpose Copy Paper - A4 size, 80gsm	300	ream	205.00	61,500.00
Hand soap - Liquid, 500ml scented	125	bottle	95.00	11,875.00
Sticker Paper - White Glossy 10sheets/pack	200	pack	40.00	8,000.00
Two-Hole Paper Punch 20sheets	12	piece	150.00	1,800.00
Staples no.35 (26/6) - box of 5000	20	box	28.00	560.00
Fastener, Metal 70mm between prong cap.2" (5cm) 50sets	100	box	45.00	4,500.00
Expanding Envelopes - Long, Phoenix Kraft	100	pcs	15.00	1,500.00
Brown Envelopes - Long 100pcs/ream	50	Ream	250.00	12,500.00
White Folder - Long size 5ream/bundle	10	Bundle	2,050.00	20,500.00

White Glue - 200grams	30	pcs	65.00	1,950.00
Correction Tape - film base type 6m min. 3pcs/pack	60	pack	50.00	3,000.00
Note Pad Stick-on - 3" X 3" Pastel 100sheets/Pad	100	pcs	25.00	2,500.00
Tissue Toilet-Roll Jumbo Size - 4rolls/pack	38	pack	380.00	14,440.00
Facial Tissue - 2-Ply 250-Pulls	200	box	110.00	22,000.00
Janitorial Mop with metal push / wing nut	36	piece	250.00	9,000.00
Rags - All Cotton 32pcs/Kg min.	160	bundle	85.00	13,600.00
Trash Bag - small 25s/pack	360	pack	35.00	12,600.00
Scissors - Multipurpose 8"	120	pcs	60.00	7,200.00
Ball Point Pen - Black	300	pcs	5.00	1,500.00
Ball Point Pen - Blue	300	pcs	5.00	1,500.00
Thermal Paper - 80 x 70mm for queuing	150	roll	45.00	6,750.00
DIY Fabric conditioner Kit 10 Liters (Lavender or strawberry scent)	3	Pouch	298.00	894.00
TOTAL AMOUNT				241,669.00

Delivery Schedule: within 10 calendar days upon receipt of the 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. 2024-11-129 dated 02 December 2024**) within the day upon receipt of this notice. You can personally sign the original copy of the documents or send an authorized representative to get the original documents at our office located at **2^{1st} Floor, Administrative and Finance Division, The Upper Class Tower, Quezon Avenue cor, Sct. Reyes St, Diliman, Quezon City.**

Please note that the original copy of the NOA and all copies of the Contract/PO shall be returned to the Commission on Filipinos Overseas. Failure to sign and return the documents may result in cancellation of the award.

Very truly yours,



SEC DANTE FRANCIS M. ANG II
Chairperson

CONFORME:

PRINTED NAME / POSITION

SIGNATURE

DATE



Commission on Filipinos Overseas

Document Code CFO-AFD-FR-PRO-002

Page No.

PURCHASE ORDER

Revision No. 0

Effective Date 15 March 2017

Supplier : AE SAMONTE MERCHANDISE
Address : Ground Floor, 1128 Escoda Street, Paco, Manila
TIN : 263-884-036-00000
P.O. No. : 2024-11-129
Date : 2-Dec-24
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 Event : 21st Floor, The Upper Class Tower, Scout Reyes St., cor. Quezon Ave., Brgy. Paligsahan, Diliman, Quezon City
Delivery Term : FULL SERVICES
Delivery Schedule: 10 calendar days upon receipt of the Notice to Proceed
Payment Term : LDDAP-ADA

Table with 6 columns: Stock/Property No., Unit, Description, Quantity, Unit Cost, Amount. Lists various office supplies like paper, soap, folders, etc.

(Total Amount in Words) TWO HUNDRED FORTY-ONE THOUSAND SIX HUNDRED SIXTY-NINE PESOS ONLY 241,669.00

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:

Signature over Printed Name of Supplier

Date

Very truly yours,

SEC. DANTE FRANCIS M. ANGE II Chairperson

Fund Cluster :
Funds Available :

CANDELARIO R. GARCIA
Signature over Printed Name of Chief Accountant/

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



Commission on Filipinos Overseas

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

Page No.

Revision No. **0**

Effective Date **15 March 2017**

PURCHASE ORDER

Supplier : **AE SAMONTE MERCHANDISE** P.O. No. : **2024-11-129**
 Address : **Ground Floor, 1128 Escoda Street, Paco, Manila** Date : **2-Dec-24**
 TIN : **263-884-036-00000** 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 Event : **21st Floor, The Upper Class Tower, Scout Reyes St., cor. Quezon Ave., Brgy. Paligsahan, Diliman, Quezon City** Delivery Term : **FULL SERVICES**
 Delivery Schedule: **10 calendar days upon receipt of the Notice to Proceed** Payment Term : **LDDAP-ADA**

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
		Supply, and Delivery of Various CFO Office and Janitorial Supplies not available in the PS-DBM			
	ream	Multi-purpose Copy Paper - Legal size, 80gsm	100	220.00	22,000.00
	ream	Multi-purpose Copy Paper - A4 size, 80gsm	300	205.00	61,500.00
	bottle	Hand soap - Liquid, 500ml scented	125	95.00	11,875.00
	pack	Sticker Paper - White Glossy 10sheets/pack	200	40.00	8,000.00
	piece	Two-Hole Paper Punch 20sheets	12	150.00	1,800.00
	box	Staples no.35 (26/6) - box of 5000	20	28.00	560.00
	box	Fastener, Metal 70mm between prong cap.2" (5cm) 50sets	100	45.00	4,500.00
	pcs	Expanding Envelopes - Long, Phoenix Kraft	100	15.00	1,500.00
	Ream	Brown Envelopes - Long 100pcs/ream	50	250.00	12,500.00
	Bundle	White Folder - Long size 5ream/bundle	10	2,050.00	20,500.00
	pcs	White Glue - 200grams	30	65.00	1,950.00
	pack	Correction Tape - film base type 6m min. 3pcs/pack	60	50.00	3,000.00
	pcs	Note Pad Stick-on - 3" X 3" Pastel 100sheets/Pad	100	25.00	2,500.00
	pack	Tissue Toilet-Roll Jumbo Size - 4rolls/pack	38	380.00	14,440.00
	box	Facial Tissue - 2-Ply 250-Pulls	200	110.00	22,000.00
	piece	Janitorial Mop with metal push / wing nut	36	250.00	9,000.00
	bundle	Rags - All Cotton 32pcs/Kg min.	160	85.00	13,600.00
	pack	Trash Bag - small 25s/pack	360	35.00	12,600.00
	pcs	Scissors - Multipurpose 8"	120	60.00	7,200.00
	pcs	Ball Point Pen - Black	300	5.00	1,500.00
	pcs	Ball Point Pen - Blue	300	5.00	1,500.00
	roll	Thermal Paper - 80 x 70mm for queuing	150	45.00	6,750.00
	Pouch	DIY Fabric conditioner Kit 10 Liters (Lavender or strawberry scent)	3	298.00	894.00
		* Attached conditions/specifications set in the quotation are part of this Order.			
		(Per Purchase Request No. 2024-10-201 dated 08 October 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) TWO HUNDRED FORTY-ONE THOUSAND SIX HUNDRED SIXTY-NINE PESOS ONLY **241,669.00**

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:

Signature over Printed Name of Supplier

Date

Very truly yours,

for P. M. An...
SEC. DANTE FRANCIS M. AN...
Chairperson

Fund Cluster : _____

Funds Available : _____

[Signature]
CANDELARIO R. GARCIA

Signature over Printed Name of Chief Accountant/

ORS/BURS No. : _____

Date of the ORS/BURS: _____

Amount : _____