

## PURCHASE REQUEST

Entity Name: DILG -RO1

Fund Cluster: \_\_\_\_\_

Office/Section:  FAD		PR No.: 2022-07- 220 Responsibility Center Code :	Date: 7/12/22		
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	pad	NOTE PAD, stick on, 50mmx76mm (2"x3") min	35		-
	jar	GLUE, All purpose	5		-
	box	STAPLE WIRE, heavy duty, binder type, 23/13	20		-
	roll	TAPE, masking, 24mm	30		-
	roll	TAPE, packaging, 48mm	30		-
	roll	TAPE, transparent, 24mm	50		-
	roll	TAPE, Transparent, 48mm	30		-
	roll	TWINE, plastic	5		-
	piece	RULER, plastic, 450mm	20		-
	bottle	LIQUID HAND SOAP, 500ml	10		-
	pack	TRASHBAG, GPP specs, black, 940mmX1016mm	10		-
	box	CLIP, back fold, 19mm	10		-
	box	CLIP, back fold, 25mm	10		-
	box	CLIP, back fold, 32mm	10		-
	box	CLIP, back fold, 50mm	10		-
	box	ENVELOPE, expanding, kraft, legal	2		-
	box	ENVELOPE, mailing	1		-
	piece	ERASER, FELT, for blackboard/whiteboard	5		-
	box	FASTENER, metal, non-sharp edges	10		-
	box	FOLDER, pressboard	1		-
	pcs	Folder (Expanding, Long, BLACK)	100		-
	pcs	Expanding Folder - long ( Red )	100		-
	pcs	Expanding Folder - long ( Green )	100		-
	pcs	Expanding Envelope - long ( Brown )	100		-
	pcs	MARKER, flourescent (assorted)	55		-
	piece	MARKER, whiteboard, black	20		-
	piece	MARKER, permanent, black, bullet type	5		-
	box	PAPER CLIP, winyl/plastic coated, 50mm	20		-
	box	PENCIL, lead, with eraser	10		-
	piece	PUNCHER, paper, heavy duty	12		-
	piece	STAPLER, standard type	40		-

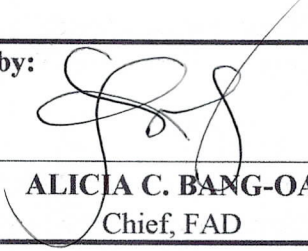


	unit	STAPLER, heavy duty, binder type	1		-
	piece	STAPLE REMOVER, plier type	20		-
	piece	TAPE DISPENSER, table top	12		-
	Unit	CALCULATOR, compact	10		-
	pcs	Heavy Duty Scissor (9.5 inches)	45		-
	cart	INK CART, EPSON C13T664100 (T6641), Black	10		-
	cart	INK CART, EPSON C13T664100 (T6641), Cyan	10		-
	cart	INK CART, EPSON C13T664100 (T6641), Magenta	10		-
	cart	INK CART, EPSON C13T664100 (T6641), Yellow	10		-
	tube	INK CART, EPSON 003, Black	3		-
	tube	INK CART, EPSON 003, Cyan	2		-
	tube	INK CART, EPSON 003, Magenta	2		-
	tube	INK CART, EPSON 003, Yellow	2		-
	pcs	Sign Pen ( Blue )	60		-
	piece	SIGN PEN, Black	156		-
	piece	SIGN PEN, red	10		-
	pcs	Ballpen ( Black )	60		-
	reams	PAPER, Multi-Purpose, 80gsm (min.), Legal	20		-
	rms	Book Paper - A4	30		-
	pcs	Correction Tape	55		-
	pcs	Folder - long	100		-
	Packs	Specialty Paper	10		-
	pcs	Push Clipper with Clips (SMALL)	1		-
	PCS	Push Clipper with Clips (MEDIUM)	1		-
	pcs	Push Clipper with Clips (LARGE)	1		-
	pcs	Push Clipper with Clips (SMALL)	2		-
	pcs	Flash Drive (32GB)	25		-
	pcs	Scanner ( BROTHER ADS - 1200 )	3		-
	Pcs	Lateral Steel Cabinet, 4 Layers	1		-
	Pcs	Webcam 1080p,30-60 fps, 78/103 degrees field of view	1		-
					-
					-
		<b>TOTAL</b>			

**PURPOSE:** FOR OFFICIAL USE: DILG PROVINCIAL OFFICES (DILG IN, DILG IS, DILG LU AND DILG PANG) SUPPLIES FOR NEO

**Requested by:**

Signature :  
Printed Name :  
Designation :

  
ALICIA C. BANG-OA  
Chief, FAD

**Approved by:**

  
JULIE J. DAQUIOAG, Ph.D., CESO III  
Regional Director



Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
**LOCAL GOVERNANCE REGIONAL RESOURCE CENTER 1**

**Regional Office I**  
Aguila Rd., Sevilla, San Fernando City, La Union  
[www.region1.dilg.gov.ph](http://www.region1.dilg.gov.ph)

## NOTICE OF AWARD

July 29, 2022

**ROLANDO ROMAN VILLALON CACAPIT II**

Authorized Representative  
MSN Consumer Goods Trading  
Dahlia St. Capitol View Subdivision, Poro  
City of San Fernando, La Union

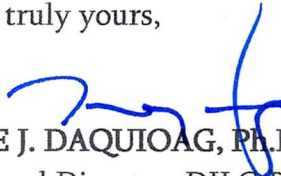
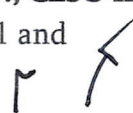
Dear Mr. Cacapit II:

We are pleased to inform you that your quotation amounting to **One Hundred Twenty Two Thousand Six Hundred Seventy Four Pesos Only (P122,674.00)** for the **Procurement of Supplies for the DILG Provincial Office (IN, IS, LU and PANG) for NEO Orientation** has been determined to be the Single Calculated and Responsive Bidder (SCRB).

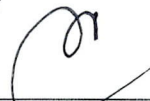
You are hereby required to formally enter into contract with us upon receipt of this Notice.

We appreciate your interest in this opportunity and we look forward to your satisfactory performance of your obligation.

Very truly yours,

  
**JULIE J. DAQUIOAG, PH.D., CESO III**  
Regional Director, DILG R1 and  
Head of Procuring Entity 

**CONFORME:**

  
**ROLANDO ROMAN VILLALON CACAPIT II**  
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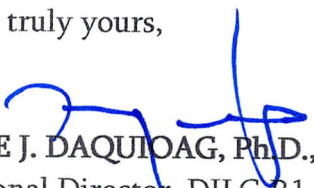
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**BIDS AND AWARDS COMMITTEE**  
**RESOLUTION NO. 2022-40**

**DECLARING THE SINGLE CALCULATED AND RESPONSIVE BIDDER (SCRB) FOR THE PROCUREMENT OF SUPPLIES FOR THE DILG PROVINCIAL OFFICES (IN, IS, LU, PANG) FOR NEO ORIENTATION**

WHEREAS, as mandated under RA 9184 otherwise known as "Government Procurement Reform Act" and its Revised Implementing Rules and Regulations, the Bids and Awards Committee (BAC) of the DILG Regional Office 1 adheres to the principles of transparency and competitiveness governing this Act;

WHEREAS, the Procuring Entity intends to Procure **Supplies for the DILG Provincial Offices (IN, IS, LU, Pang) for NEO Orientation** under Negotiated Procurement – Small Value Procurement with an Approved Budget for the Contract (ABC) of **One Hundred Twenty-Three Thousand Six Hundred Seventeen Pesos and Eighty-Three Centavos (Php 123,617.83)**;

WHEREAS, the procurement was posted at PhilGeps portal, DILG R1 website and conspicuous place on July 22-25, 2022;

WHEREAS, the BAC scheduled the opening of bids on July 29, 2022;

WHEREAS, three (3) suppliers, MSN Consumer Goods Trading, L U Morning Star Enterprises and Lamber Trading, submitted their quotations and/ or informed their intention to participate in the procurement project;;

WHEREAS, after thorough review and evaluation by the BAC assisted by the Technical Working Group, only MSN Consumer Goods Trading submitted complete eligibility requirements;

WHEREAS, below is the result of the opening and evaluation of bids:

SUPPLIER	Valid Business/ Mayor's Permit	Latest Income/ Business Tax Return/Tax Clearance Certificate	PhilGeps Reg. No.	Bid Amount	Remarks
MSN Consumer Goods Trading	/	/	/	Php122,674.00	SCRB
LU Morning Star Enterprises	X	X	X	-	No eligibility documents submitted
Lamber Trading	X	X	X	-	No quotation submitted; No eligibility documents submitted

NOW THEREFORE, WE, the BAC Members, RESOLVE, as it is hereby RESOLVED:

- To declare **MSN Consumer Goods Trading** as the Single Calculated and Responsive Bidder (SCRB) with a quotation of **One Hundred Twenty-Two Thousand Six Hundred Seventy-Four Pesos (Php122,674.00)**;
- To recommend to the HOPE the award of contract to the SCRB.

RESOLVED, further to furnish copy of this Resolution to the Finance and Administrative Division (FAD) for their appropriate action.

ADOPTED: DILG Regional Office 1 Conference Room, July 29, 2022 via Hybrid Conference.

Certified Correct:

**MARIFE M. DOCULAN**  
 Head, BAC Secretariat

on Leave  
**ATTY. CHESTER S. CAYABAS-DIWAS**  
 BAC Member

on OB  
**SHARWYN M. SANGEL**  
 BAC Member

Attested by:

on Leave  
**LESLIE CAROL L. ISIP**  
 BAC Member

**SETY ZORAYDA S. PEREZ**  
 BAC Member/ End-User

**LILY-ARIN Z. VICTORIO**  
 BAC Member

**BENEDICTA M. BARNACHEA**  
 BAC Vice-Chairperson

**PEDRO D. GONZALES**  
 BAC Chairperson

APPROVED / DISAPPROVED:

**JULIE J. DAQUIOAG, Ph.D., CESO III**  
 Regional Director/ HOPE

**"Matino, Mahusay at Maaasahan"**

Tel. Nos. (072) 888 2108 • 888 2289 • 888 2294 • 888 3106  
 888 7695 • 607 1245 • 607 1531 • 607 4467 to 70





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**NOTICE TO PROCEED**

August 1, 2022

**ROLANDO ROMAN VILLALON CACAPIT II**

Authorized Representative  
MSN Consumer Goods Trading  
Dahlia St. Capitol View Subdivision, Poro  
City of San Fernando, La Union

**Dear Mr. Cacapit II:**

With the attached **PURCHASE ORDER** having been approved, you are hereby notified to provide **Supplies for the DILG Provincial Office (IN, IS, LU and PANG) for NEO Orientation** to DILG Regional Office 1, Sevilla, City of San Fernando, La Union.

Likewise, you are responsible for performing the required services under the terms and conditions of the Purchase Order, and your submitted quotation/proposal.

Please acknowledge receipt and acceptance of this Notice by signing both copies in the space provided below. Keep one copy and return the other copy to the DILG Regional Office 1, c/o BAC Secretariat, City of San Fernando, La Union.

Very truly yours,

**JULIE J. DAQUIOAG, Ph.D., CESO III**  
Regional Director, DILG 1 and  
Head of Procuring Entity

**RECEIVED BY:**

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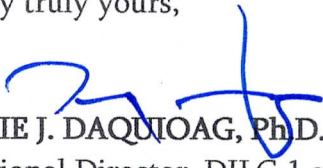
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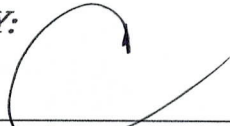
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