



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS



PURCHASE ORDER
DEPARTMENT OF FOREIGN AFFAIRS
MANILA

Supplier: **PALAWAN NARRA COMMERCIAL** P.O. No. **12-041-24**
Address: Lot No. 2050-B Narra Avenue, Poblacion, Narra, Palawan 5303 Date **27-Dec-24**
Contact nos: M: 0917-629-8116 | E: eardominics@gmail.com 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: Department of Foreign Affairs, Double Dragon Tower Delivery Term: 30 Working Days
Date of Delivery: n/a Payment Term: Government Terms

Item No.	Unit	Quantity	Description	Unit Cost	Amount
			HRMQ		
			Procurement of Learning Kits, Supplies, Equipment and other Semi-Expendable Items for the		
			DFA Day Care Center		
1	Set	25	Other Supplies	P 3,640.00	P 91,000.00
2	Piece	2	Heavy Duty Rubber Floor Mats, non-slip	P 2,500.00	P 5,000.00
3	Box	20	Adult Facemasks	P 20.00	P 400.00
4	Box	5	Gloves	P 115.00	P 575.00
5	Piece	25	Heavy duty hard hat for kids	P 273.00	P 6,825.00
6	Set	2	Self Washing Spin Mop (All-in-one) with 2 extra Semi-Expendable Office Equipment	P 1,400.00	P 2,800.00
7	Piece	1	Heavy-duty laminating Machine	P 5,000.00	P 5,000.00
8	Piece	1	Heavy duty paper cutter	P 3,000.00	P 3,000.00
9	Piece	1	12-in-1 Craft Paper Cutter	P 900.00	P 900.00
			Semi-Expendable Other Equipment		
10	Piece	1	Vacuum Cleaner steamer; heavy duty	P 15,750.00	P 15,750.00
11	Piece	2	Automatic Alcohol Dispenser with pole	P 2,500.00	P 5,000.00
			Semi-Expendable Furniture and Fixtures		
12	Piece	20	Table for kids 77x55cm assorted color	P 1,700.00	P 34,000.00
13	Piece	20	Chairs for kids	P 1,050.00	P 21,000.00
14	Piece	1	White board with stand 4'(W) x 8'(L) feet xxxxxxxxxxxxxxxx Nothing Follows xxxxxxxxxxxxxxxxxxxx	P 6,000.00	P 6,000.00
				BY: _____ DATE: _____	P 197,250.00

DEPARTMENT OF FOREIGN AFFAIRS
Office Of Fiscal Management - Services

DEC 27 2024
RECEIVED

(total Amount in Words) One Hundred Ninety-Seven Thousand Two Hundred Fifty Pesos

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.

Conforme:
Jorge N. Dela Torre
(Signature over printed name)
December 27, 2024
(Date)

Very truly yours,

MARIA PAZ G. CORTES
Acting Head of Office, OAMSS

Requisitioning Office/Dept. HRMQ CHRISTOPHER B. MONTERO Assistant Secretary, HRMQ	Funds Available: MINDARADAT R. MANMAD Department Chief Accountant	Amount: P 197,250 ALOBS No.: 2024-12-010007 27 Dec 2024
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Created on 12/27/2024 10:27 AM
2330 Roxas Blvd., Pasay City, 1300 Philippines
Tel. No. 8834-4000
www.dfa.gov.ph

PALAWAN NARRA COMMERCIAL

Poblacion, Narra, Palawan

December 23, 2024

Sir/Madam:

We are pleased to submit our lowest price quotation for the following items:

Unit	ITEM / DESCRIPTION	Quantity	Unit Cost	Total Cost
set	DAY CARE LEARNING KITS	25	₱3,640.00	₱91,000.00
	OTHER SUPPLIES			
piece	Heavy Duty Rubber Floor Mats, non-slip	2	₱2,500.00	₱5,000.00
box	Adult Facemasks	20	₱20.00	₱400.00
box	Gloves	5	₱115.00	₱575.00
piece	Heavy duty hard hat for kids	25	₱273.00	₱6,825.00
set	Self Washing Spin Mop (All-in-one) with 2 extra	2	₱1,400.00	₱2,800.00
	SEMI-EXPENDABLE OFFICE EQUIPMENT			₱15,600.00
piece	Heavy-duty laminating Machine	1	₱5,000.00	₱5,000.00
piece	Heavy duty paper cutter	1	₱3,000.00	₱3,000.00
piece	12-in-1 Craft Paper Cutter	1	₱900.00	₱900.00
	SEMI-EXPENDABLE OTHER EQUIPMENT			₱8,900.00
piece	Vacuum Cleaner steamer; heavy duty	1	₱15,750.00	₱15,750.00
piece	Automatic Alcohol Dispenser with pole and und	2	₱2,500.00	₱5,000.00
	SEMI-EXPENDABLE FURNITURE AND FIXTURES			₱20,750.00
piece	Tables for kids 77x55 cm assorted color	20	₱1,700.00	₱34,000.00
piece	Chairs for kids	20	₱1,050.00	₱21,000.00
piece	White board with stand 4 (W)x8 (L)feet, with re	1	₱6,000.00	₱6,000.00
				₱61,000.00
				₱197,250.00

Terms:

Payment: 30 days from receipt of invoice

Delivery: 7-15 working days from receipt of signed P.O., otherwise please allow us 30-40 days order basis item/s

Price Validity: 90 days



Jorge N. Dela Torre