

Republic of the Philippines  
**DEPARTMENT OF BUDGET AND MANAGEMENT**  
**PROCUREMENT SERVICE - PhilGEPS**

PS-DBM Complex  
 Cristobal St., Paco  
 Metro Manila  
 Tel. Nos 563-93-61  
 689-7750 loc. 4020

**CONTRACT/PURCHASE ORDER**

**No. 1601833**

To: **G.T.K. TRADING**  
 496 E.T. Yuchengco St.  
 Manila  
 Metro Manila

Date December 09, 2016  
 Reference: **PUBLIC**  
**BIDDING No. PB# 16-012-3E**  
 Date of PB: 02/17/2016

Please deliver the article(s)/product(s)/supplies/materials listed below priced in accordance with your Quotation No. -XXX- dated -XXX- subject to the Terms and Conditions enumerated at the back hereof:

Item No.	ITEM and DESCRIPTION/SPECIFICATIONS/STOCK No.	QTY	UNIT	UNIT PRICE	AMOUNT
1	<p>STAPLE WIRE, for heavy duty staplers, (23/13), metal, non-rust, chisel point, dimension: 12.8mm x 12.7mm min, thickness: 0.60mm, width: 12.8mm min, leg length: 12.7mm min, 100 staples per strip, 1,000 staples per box, binding capacity: 40-90 sheets 70gsm bond paper, 10 boxes per pack, Etona brand.</p> <p>(Note: For complete and detailed specifications, please refer to the attached Evaluation Report which form part of this Purchase Order.)</p> <p>-Subject to Expanded Withholding Tax, Final Withholding Tax and Other Percentage Taxes Reference: R.A. 9337 Revenue Regulation Nos. 16-05, 14-02, 12-01 &amp; 2-98</p> <p>-Delivery shall conform with the minimum labeling requirements under R.A. 7394</p> <p>-A warranty covered by either retention money or special bank guarantee equivalent to at least 10% of the payment on the contract price shall be required for a period of three (3) months after the end-user's acceptance.</p>	1,190	BOX	22.50	26,775.00

12-12-1833

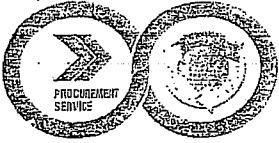
**TOTAL AMOUNT** ₱ **26,775.00**

<b>PLACE OF DELIVERY:</b> PS Main Warehouse, PS Complex, RR Road Cristobal St., Paco, Manila	<b>DELIVERY INSTRUCTIONS:</b> December 19, 2016 1-3PM
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<b>FUNDS AVAILABILITY CERTIFIED BY:</b> <u>ALLAN RAUL M. CATALAN</u> ACCOUNTANT	<b>AUTHORIZED BY:</b> <u>BINGLE B. GUTIERREZ</u> DIRECTOR
DATE	DATE <u>12/13/16</u>

Purchase Order received and accepted subject to the Terms and Conditions enumerated at the back hereof:			
<u>G.T.K. TRADING</u>	<u>Ms. Janette Quintinita</u>		
NAME OF SUPPLIER	AUTHORIZED REPRESENTATIVE (SIGNATURE OVER PRINTED NAME)	DATE RECEIVED	DUE DATE

COPY FOR: SUPPLIER



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 DEPARTMENT OF BUDGET AND MANAGEMENT  
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 689-7750 loc. 4020

# CONTRACT/PURCHASE ORDER

No. **1601833**

To: **G.T.K. TRADING**  
 496 E.T. Yuchengco St.  
  
 Manila  
 Metro Manila

Date December 09, 2016  
 Reference: PUBLIC  
 BIDDING No. PB# 16-012-3E  
 Date of PB: 02/17/2016

Please deliver the article(s)/product(s)/supplies/materials listed below priced in accordance with your Quotation No. -XXX- dated -XXX- subject to the Terms and Conditions enumerated at the back hereof:

Item No.	ITEM and DESCRIPTION/SPECIFICATIONS/STOCK No.	QTY	UNIT	UNIT PRICE	AMOUNT
	-The inspections and tests that will be conducted shall be in accordance with Section VII. Technical Specifications. Delivery shall include the following additional quantity per batch which shall replace the item/s to be tested during inspection: STAPLE WIRE, for heavy duty staplers, 23/13 -One (1) box -For PS STOCKS -Repeat Order				

*12-12-1833*

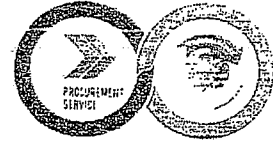
TOTAL AMOUNT ₱ 26,775.00

PLACE OF DELIVERY: PS Main Warehouse, PS Complex, RR Road Cristobal St., Paco, Manila	DELIVERY INSTRUCTIONS: December 19, 2016 1-3PM
FUNDS AVAILABILITY CERTIFIED BY: <u>ALLAN RAUL M. CATALAN</u> ACCOUNTANT	AUTHORIZED BY: <u>BINGLE B. GUTIERREZ</u> DIRECTOR

Purchase Order received and accepted subject to the Terms and Conditions enumerated at the back hereof:

G.T.K. TRADING NAME OF SUPPLIER      Ms. Janette Quintinita AUTHORIZED REPRESENTATIVE (SIGNATURE OVER PRINTED NAME)      RDG DATE RECEIVED      12-13-16 DUE DATE

COPY FOR: SUPPLIER



PD P/BDM 5DEC'16 14:52

## NOTICE OF AWARD

December 1, 2016

NOA No.: BAC2016-304  
Resolution No.: BAC3-2016-11-19

**MS. JANETTE D. QUINTINITA**  
**G.T.K. TRADING**  
496 E.T. Yuchengco St., Binondo, Manila

Dear Ms. Quintinita:

This is to inform you that the **Bids and Awards Committee (BAC)** of the **Procurement Service** has recommended the award of contract in your favor for **PB 16-012-2E: Supply and Delivery of Office Supplies for Procurement Service** for **Lot 1** under Alternative Method of Procurement-Repeat Order and you are hereby issued this **NOTICE OF AWARD**:

LOT NO.	ITEM/ S	QTY/ UNIT	UNIT PRICE	TOTAL AMOUNT.
1	STAPLE WIRE, for heavy duty staplers, (23/13), ten (10) boxes per pack	1,190 boxes	₱ 22.50	₱ 26,775.00

**Delivery Instructions:**

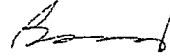
*With a lead time of **Seven (7) Calendar Days** upon receipt of Purchase Order.*

**INSTRUCTIONS:**

Please sign the attached Contract/Purchase Order if you have no corrections to the contents of this NOTICE OF AWARD (NOA) and submit Performance Security within five (5) calendar days from receipt hereof. The original copy of the NOA

and all copies of the Contract/PO shall be returned to the Procurement Service. Failure to sign and return the documents within the abovementioned period may result in the cancellation of the award.


Very truly yours,



**BINGLE B. GUTIERREZ**  
*Executive Director*

CONFORME:

JANETE QUIRINALTA  
PRINTED NAME/POSITION

  
SIGNATURE

12/5/2016  
DATE



Republic of the Philippines  
Department of Budget and Management  
PROCUREMENT SERVICE  
BIDS AND AWARDS COMMITTEE



**RESOLUTION NO. BAC3-2016-11-19**

**RESORTING TO REPEAT ORDER**

**WHEREAS**, the Procurement Service has conducted public bidding for the *SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR PROCUREMENT SERVICE* under PB No. 16-012-3E which includes *STAPLE WIRE, for heavy duty staplers, (23/13)*;

**WHEREAS**, an Ordering Agreement (OA-065-16) was executed and awarded in favour of **G.T.K. Trading**, as results of the abovementioned public bidding, the details of which are the following:

Description	Qty	Unit Price	Total Price
STAPLE WIRE, for heavy duty staplers, (23/13), ten (10) boxes per pack	4,770 boxes	Php 22.50	Php 107,325.00

**WHEREAS**, the quantity in the Ordering Agreement was fully exhausted;

**WHEREAS**, the Procurement Service has determined the need to replenish the goods procured under said Ordering Agreement given the expected purchase request from different government agencies for the same item;

**WHEREAS**, Section 10 of the IRR of R.A. 9184 states that "All procurement shall be done through competitive bidding, except as provided in Rule XVI of this IRR";

**WHEREAS**, Rule XVI, Section 51 provides that:

Repeat Order, when provided for in the APP, is a method of procurement of Goods from the previous winning bidder, whenever there is a need to replenish goods procured under a contract previously awarded through Competitive Bidding. Repeat orders shall likewise be subject to the following conditions:

- a) Unit prices of the repeat order must be the same as or lower than those in the original contract: Provided, That such prices are still the most advantageous to the GoP after price verification;
- b) The repeat order will not result in splitting of contracts, requisitions, or purchase orders, as provided for in Section 54.1 of this IRR;
- c) Except in cases duly approved by the GPPB, the repeat orders shall be availed of only within six (6) months from the date of the Notice to Proceed arising from the original contract: Provided, That there has been a partial delivery, inspection and acceptance of the goods within the same 6-month period; and
- d) Repeat orders shall not exceed twenty-five percent (25%) of the quantity of each item in the original contract.

**WHEREAS**, the IRR allows *Repeat Order*, an alternative method of procurement, subject to the conditions stated under Section 51;

**WHEREAS**, the Procurement Service has determined that conditions under Section 51 are present or that it complies with the same, to wit:

- a) The price as awarded is the same price to be awarded in this repeat order and that the price is still advantageous to the government;
- b) The repeat order is being made as there is new demand for the item, and without intent to circumvent any provision of R.A. 9184 and its IRR;
- c) The last Notice to Proceed (Delivery Order Contract in this case) under OA-065-16 was issued on September 22, 2016; and
- d) The quantity under the repeat order is below .25% of the quantity under OA-065-16.

**WHEREAS**, the Procurement Service has determined that resort to *Repeat Order* is proper, economical, and efficient under the present circumstances;

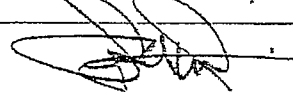
**NOW, THEREFORE**, We, the Members of the DBM-PS Bids and Awards Committee-III hereby RESOLVE, as it is hereby RESOLVED, to recommend to the Head of the Procuring Entity, EXEC. DIR. BINGLE B. GUTIERREZ, the award of contract to **G.T.K. Trading**, for the *SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR PROCUREMENT SERVICE* under PB No. 16-012-3E which includes *STAPLE WIRE, for heavy duty staplers, (23/13)* with the following details and pursuant to the provision of Section 51 of the revised IRR of R.A. 9184:

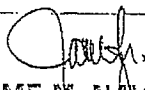
Description	Qty	Unit Price	Total Price
STAPLE WIRE, for heavy duty staplers, (23/13), ten (10) boxes per pack	1,190 boxes	Php 22.50	Php 26,775.00

**RESOLVED**, at the PS Conference Room B, PS Complex, RR Road, Cristobal Street, Paco, Manila, this 25<sup>th</sup> day of November, 2016.

  
**ROMMEL D. RIVERA**  
Chairperson

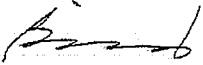
  
**ARIEL R. CUNANAN**  
Vice-Chairperson

  
**EDWARD R. SADDI**  
Regular Member

  
**JAIME M. NAVARRETE, JR.**  
Provisional Member

  
**FLERIDA G. ARIAS**  
AdHoc Member to the BAC

Approved by:



**EXEC. DIR. BINGLE B. GUTIERREZ**

Head of the Procuring Entity

Date: \_\_\_\_\_

*attyvgc/tf*