



Republic of the Philippines  
Province of Oriental Mindoro  
**MUNICIPALITY OF GLORIA**

**OFFICE OF THE BIDS AND AWARDS COMMITTEE**

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**NOTICE TO PROCEED**

August 24, 2022

**JENEFER F. SILANG**  
**PAZACOM COMPUTER COMTRIX PERIPHERAL EQUIPMENT TRADING**  
Pinamalayan, Oriental Mindoro

Dear Ma'am/Sir;

The attached Contract Agreement having been approved, notice is hereby given to **PAZACOM COMTRIX COMPUTER PERIPHERAL EQUIPMENT TRADING** may commence on the **Supply and delivery of Consolidated Office Supplies for Third Quarter** effective on the day or date after the receipt of this notice.

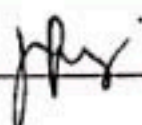
Upon receipt of this notice, you are responsible for performing the services under the terms and conditions of the Agreement and in accordance with the Implementation Schedule.

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 Municipal Government of Gloria, Oriental Mindoro.

**Contract Duration:** 30 days upon the effectivity of Notice to Proceed.

Very truly yours,

**GERMAN D. RODEGERIO**  
Municipal Mayor

I acknowledge receipt of this Notice on 8-24-2022  
Name of the Representative of the Bidder: Jenefer Silang  
Authorized Signature: 



Municipal Government of Gloria, Oriental Mindoro

Project Reference Number:

2022-016-926 to 947

Name of the Projects:

Supply and delivery of  
Consolidated Office Supplies for  
General Service Office

Location of the Projects:

**PURCHASE ORDER**  
**MUNICIPAL GOVERNMENT OF GLORIA**

Supplier:	<b>PAZACOM COMTRIX COMPUTER PERIPHERAL EQUIPMENT TRADING</b>	P.O. No.:	<b>2022-016-540</b>
Address:	<b>Pinamalayan, Oriental Mindoro</b>	Date:	<b>August 23, 2022</b>
TIN:	<b>210-6058-354-001</b>	Mode of Procurement:	<b>Shopping</b>
		PR No./s:	<b>2022-016-926 to 947</b>

Gentlemen:

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

Place of Delivery:	<b>General Service Office</b>	Delivery Term:	<b>30 days</b>
Date of Delivery:		Payment Term:	<b>after delivery and acceptance</b>

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	pcs	Acrylic brochure holder 11cmx 16cm 3 layers	2	400.00	800.00
2	pcs	Acitrate film A4	30	20.00	600.00
3	pcs	Arc File Landscape (L)	5	160.00	800.00
4	pcs	Arc File Portrait Orientation (long)	2	160.00	320.00
5	boxes	Ballpen, black, 0.5	17	85.00	1,445.00
6	boxes	Ballpen, black, 0.5	1	80.00	80.00
7	boxes	Ballpen, black 0.7 (black) assorted color	14	85.00	1,190.00
8	boxes	Ballpen, black	1	300.00	300.00
9	boxes	Ballpen 0.5 red	1	70.00	70.00
10	box	Ballpen, 0.5, (black, blue, red)	1	260.00	260.00
11	pcs	Ballpen w/ holder and string single pen (black)	9	65.00	585.00
12	jar	Binder clip meduim 1' assorted colors 40's	1	320.00	320.00
13	boxes	Binder clip, medium, 1" 12's	9	38.00	342.00
14	boxes	Binder clip, small, 3/4" 12's	6	23.00	138.00
15	boxes	Binder clip, big 2' 12's	7	90.00	630.00
16	reams	Bond paper, A4, s.20	11	240.00	2,640.00
17	reams	Bond paper, long, s.20	153	255.00	39,015.00
18	reams	Bond paper, short, s.16	1	190.00	190.00
19	reams	Bond paper, short, s.20	105	230.00	24,150.00
20	pack	Bookmark sticky flags/flourescent transparent index tabs (100pcs/pack)	50	45.00	2,250.00
21	pcs	Brown envelop, long	253	5.00	1,265.00
22	pcs	Brown envelop, short	30	4.00	120.00
23	pcs	Clipboard (L) plastic	2	110.00	220.00
24	pcs	Calculator Electronic 12 digits	1	665.00	665.00
25	pcs	Calculator 12 digits	2	450.00	900.00
26	pcs	Calculator (Mx12B ) 12 digits	1	600.00	600.00
27	pack	Carbon paper (black, blue) (L) 10's	1	80.00	80.00
28	pcs	Cartolina assorted color	10	10.00	100.00
29	pcs	Cartolina (light color)	10	10.00	100.00
30	reams	Certificate paper (short) cream	1	300.00	300.00
31	box	Coin envelop (big #8 1/2) (7.5x 4)	1	300.00	300.00
32	reams	Colored Bond paper, Assorted color (long)	1	280.00	280.00
33	pack	Colored Bond paper, Assorted color (long)	2	20.00	40.00
34	pcs	Correction tape, 5mmx6m	8	135.00	1,080.00
35	pcs	Correction tape, 5mmx6m, refill	50	58.00	2,900.00
36	box	Correction tape, 5mmx6m, refill	1	320.00	320.00
37	pcs	Correction tape,	24	30.00	720.00
38	pcs	Correction tape, 5mm x12 m	3	40.00	120.00
39	pcs	Cork board 12' x 10'	3	350.00	1,050.00
40	pcs	Cork board 12' x 12'	2	250.00	500.00
41	pc	Cork board 24" x 36"	1	1,000.00	1,000.00
42	pcs	Cutter (heavy duty)	5	220.00	1,100.00
43	pcs	Cutter (big)	2	150.00	300.00



44	pack	DTR 1000's	2	300.00	600.00
45	rolls	Double sided tape, 1", w/o foam	5	35.00	175.00
46	rolls	Double sided tape, 1", w/ foam	2	50.00	100.00
47	pc	DVD+ R	30	50.00	1,500.00
48	pcs	Eraser	2	65.00	130.00
49	pc	Expanded envelope w/ garter (long) (assorted color)	20	20.00	400.00
50	pcs	Expanded envelope w/ garter, long, (red)	10	20.00	200.00
51	pcs	Expanded envelope w/ garter, long, (yellow)	10	20.00	200.00
52	pcs	Expanded Folder, long, dark blue	20	20.00	400.00
53	pcs	Expanded folder, long, green	10	20.00	200.00
54	pcs	Expanding file folder w/ handle (L)(black,blue,violet)	3	200.00	600.00
55	pcs	Expanded folder(L)	10	20.00	200.00
56	pcs	Folder, white, long	291	7.00	2,037.00
57	pcs	Folder, white, short	40	6.00	240.00
58	btl	Glue, 130g	1	65.00	65.00
59	btl	Glue 240g	2	130.00	260.00
60	pc	Highlight marker, green	1	45.00	45.00
61		Highlight marker, neon	1	45.00	45.00
62	pcs	Highlight marker, yellow	1	45.00	45.00
63	pcs	Laminating Film (legal size)	50	20.00	1,000.00
64	pack	Laminating Film 10's	1	115.00	115.00
65	roll	laminating film roll 12" thick	1	1,465.00	1,465.00
66	rolls	Masking tape 1"	4	40.00	160.00
67	pcs	Notebook size 10.16 cm x 15.24 cm	12	25.00	300.00
68	pc	Number stamp 10 digits	1	200.00	200.00
69	pcs	Packing tape #2	2	55.00	110.00
70	pcs	Packing tape #2 (brown)	2	55.00	110.00
71	box	Paper clip, coated 33mm 100's small	6	20.00	120.00
72	box	Paper clip, coated 50mm, 100's big	2	40.00	80.00
73	pcs	Pencil Sharpener (desk type)	1	450.00	450.00
74	pcs	Pencil eraser, (small)	6	27.00	162.00
75	box	Pencil no. 1	2	110.00	220.00
76	boxes	Pencil no. 2	4	110.00	440.00
77	box	Permanent marker, broad, black	1	564.00	564.00
78	pcs	Permanent marker, fine, black	2	45.00	90.00
79	btl	Permanent marker ink, black	2	125.00	250.00
80	pack	Photo paper A4 (gloss) 20's	5	185.00	925.00
81	pcs	Plastic folder (L)	20	20.00	400.00
82	pcs	Plastic envelop, long	58	15.00	870.00
83	pcs	Puncher (big)	1	213.00	213.00
84	box	Push Pin (assorted color)	1	25.00	25.00
85	boxes	Plastic fastener, assorted colors	5	45.00	225.00
86	boxes	Plastic fastener, (L) 8 1/2	1	200.00	200.00
87	box	Rubber Bond 50gms (thick) (assorted color)	1	30.00	30.00
88	pc	Record book (200 leaves)	6	60.00	360.00
89	pcs	Record book (300 leaves)	8	69.00	552.00
90	pcs	Record book (500 leaves)	3	93.00	279.00
91	pc	Record book mini size 150 leaves	3	155.00	465.00
92	btl	Red pudding glue 250g	1	250.00	250.00
93	pcs	Ruller 12", plastic	7	10.00	70.00
94	box	Ruller 12", stainless	1	62.00	62.00
95	pcs	Scissors, 8",symmetrical	4	115.00	460.00
96	pcs	Scissor (big) 19.5	5	110.00	550.00
97	pcs	Scissor 7 " Satinless Steel	5	108.00	540.00
98	pcs	Scissors (heavy duty)	10	85.00	850.00
99	pcs	Scotch tape 1" clear	70	28.00	1,960.00
100	pcs	Scotch tape 2" clear	4	58.00	232.00
101	roll	Scoth tape 1/2' x 50 meter (transparent)	1	28.00	28.00
102	pairs	Shoe lace (violet)	10	55.00	550.00
103	pairs	Shoe lace for thick voucher (black)	15	55.00	825.00
104	pairs	Shoe lace for thick voucher (blue)	15	55.00	825.00
105	pairs	Shoe lace for thick voucher (round)	50	55.00	2,750.00
106	pcs	Sign pen 0.3 (black)	7	95.00	665.00
107	pcs	Sign Pen, 0.4, refill (black)	4	55.00	220.00
108	boxes	Sign Pen, 0.5, black	6	330.00	1,980.00
109	boxes	Sign Pen, .5mm, black	1	350.00	350.00



110	boxes	Sign Pen, 0.5, blue	2	330.00	660.00
111	boxes	Sign pen 0.7 (black)	2	1,140.00	2,280.00
112	boxes	Sign pen 0.7 (blue)	3	1,140.00	3,420.00
113	boxes	Sign pen 0.7( blue)	1	945.00	945.00
114	pcs	Sign Pen Hi- Techpoint V10 Grip	6	80.00	480.00
115	pc	Sign Pen Hi- Techpoint V10 Grip (green)	1	80.00	80.00
116	pc	Signature stamp	1	500.00	500.00
117	set	Stamp pad w/ ink violet (medium) #3	1	65.00	65.00
118	btl	Stamp pad ink , violet big	1	53.00	53.00
119	boxes	Staple wire, no.35, straight	23	50.00	1,150.00
120	pc	Stapler w/ remover big	4	180.00	720.00
121	pc	Stapler w/ remover	3	480.00	1,440.00
122	pads	Sticky note 2x3	20	25.00	500.00
123	pads	Sticky note 2x5	12	33.00	396.00
124	pad	Sticky note 3x3	13	31.00	403.00
125	pads	Sticky note 3x4	10	41.00	410.00
126	pads	Sticky note, strip size, plastic	10	30.00	300.00
127	pads	Sticky note, strip size, plastic (violet)	3	30.00	90.00
128	pc	Tape Dispenser for 1" big (violet)	1	250.00	250.00
129	pcs	Type writer ribbon	2	40.00	80.00
130	packs	Vellum paper P;cream short 8 1/2 x 11 (80gsm) thin	10	32.00	320.00
131	packs	Vellum paper P;white short 8 1/2 x 11 (180gsm)	10	32.00	320.00
132	packs	Vellum Paper Long (cream) (210gsm)	3	36.00	108.00
133	packs	Vellum Paper Short Cream (210gsm)	1	36.00	36.00
134	pack	Word x Paper 200gsm 10 sheet	5	36.00	180.00
135	bottle	Whiteboard marker lmk	2	125.00	250.00
136	pc	Whiteboard marker, black	13	84.00	1,092.00
137	pads	Yellow paper	8	83.00	664.00
		<b>Total</b>			<b>P138,366.00</b>

Total Amount in Words:

*One Hundred Thirty Eight Thousand Three Hundred Sixty Six Pesos Only*

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:

**PAZACOM COMTRA COMPUTER PERIPHERAL  
EQUIPMENT TRADING**

Signature over Printed Name of Supplier

08-23-2022

Date Signed

Very truly yours,

**GERMAN D. RODEGERIO**

Municipal Mayor

08/23/2022

Date Signed

In case of Negotiated Purchase pursuant to Section 369 (a) of RA 7160, this portion must be accomplished.

Approved per Sanggunian Resolution No.:

Not Applicable

Certified Correct:

Not Applicable

Date

Copy Distribution:

Orig - DV/COA

2nd - DV/MACO

3rd - BAC

4th - Supplier