



Republic of the Philippines
BIDS AND AWARD COMMITTEE
Tabaco City

PURCHASE ORDER


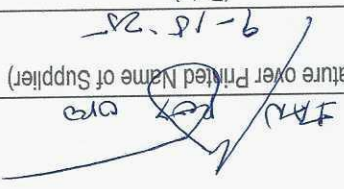


Bu Tabaco file

Supplier: LDB OFFICE AND SCHOOL SUPPLIES TRADING
Address: Tabaco City
Date: September 03, 2025
Mode of Procurement: Negotiated Procurement under Shopping (Sec. 52.1b)
TIN: 920-471-078-002
Gentlemen:
Please furnish this office the following articles subject to the terms and conditions contained herein.

Place of Delivery: BU Tabaco, New Administrative Building, Supply Office
Delivery Term: 15 days upon the receipt of Purchase Order
Payment term: as billed

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
	box	Bond paper, long, subs 20, Gsm 70, 5 reams/box	33	993.75	32,793.75
	box	Bond paper, short, subs 20, Gsm 70, 5 reams/box	10	847.50	8,475.00
	box	Bond paper, A4, subs 20, Gsm 70, 5 reams/box	6	880.00	5,280.00
	piece	Folder, long, white	225	7.00	1,575.00
	box	Pencil, #2, good quality, 12 pcs/box	9	114.00	1,026.00
	unit	Pencil Sharpener, manual, heavy duty with removable shavings tray	3	320.00	960.00
	roll	Transparent plastic cover, 2.6, 48x50m	2	690.00	1,380.00
	box	Ballpen, blue, ordinary, 12 pieces/box	10	84.00	840.00
	box	Ballpen, red, ordinary, 12 pieces/box	1	84.00	84.00
	box	Ballpen, Sign pen, blue, 0.5, 12 pcs/box	15	258.00	3,870.00
	piece	File Box with cover, blue, long	12	270.00	3,240.00
	box	Fastener, metal, standard size, 50pcs/box	6	165.00	990.00
	box	Paper Fastener, plastic, standard size, 50pcs/box	4	36.50	146.00
	piece	Correction Tape, 10M	100	26.75	2,675.00
	box	Paper clip, Jumbo	14	25.00	350.00
	pack	Bathroom Tissue paper, 2 ply, 12pcs per pack	15	156.00	2,340.00
	box	Binder Clip, 2 inches, 1 dozen	3	72.00	216.00
	box	Binder Clip, 1 inch, 1 dozen	3	24.50	73.50
	pad	Sticky Notes, 3x3"	9	30.00	270.00
	pack	Photo paper, glossy, 180-230gsm, A4, 10 pcs/pack	2	68.00	136.00
	roll	Masking tape, 2 inches	3	58.75	176.25
	roll	Transparent tape, 1"	3	15.75	47.25
	box	Push pin, assorted colors, 100 pcs per box	2	32.00	64.00

Specialty Paper, board, 180gsm, white, long, 10 pcs/pack		10	35.50	355.00
Permanent Maker, black, broad	1	444.00	444.00	
Staple wire, standard size	3	38.50	115.50	
Highlighter, 3 pcs/pack, assorted color	6	96.00	576.00	
Refill for gel ink pen, 0.5, blue, 1 dozen	5	220.00	1,100.00	
Multi purpose Glue, 240g	1	110.00	110.00	
Envelope, Brown, long	35	3.25	113.75	
Sticker paper, vinyl inkjet, glossy, A4, 10 pcs/pack	8	34.50	276.00	
Alcohol, isopropyl or ethyl, 70%, with moisturizer, 500ml	19	87.50	1,662.50	
Official Record Book, 300 pages	3	78.50	235.50	
Storage box, red	3	350.00	1,050.00	
Stapler with remover, heavy duty	2	125.00	250.00	
Calculator, Solar cell, battery, DC 1.5V	1	546.50	546.50	
Ruler, transparent, 12 inches	2	8.00	16.00	
AAA Battery, 4 pcs/pack, good quality	2	130.00	260.00	
**Seventy Four Thousand One Hundred Eighteen and 50/100 Pesos **				74,118.50
Procurement of office supplies and materials for Administrative Support Offices				
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 items.				
<p>Very truly yours,  RONNEL R. DIONEDA SR., MSc Dean, BU Tabaco/HOPE</p>				
<p>Conforme:  (Signature over Printed Name of Supplier) 9-18-25 (Date)</p>				
<p>Funds Cluster: 707 Funds Available: Budget Officer: MARIA GEMMA O. BERMUNDO ORS/BURS No.: 83-502603-2025-07-04 Date of the ORS/BURS: 9/11/2025 Amount: 74,118.50</p>				



NOTICE OF AWARD

September 03, 2025

LDB OFFICE & SCHOOL SUPPLIES TRADING
Tabaco City

Dear Sir/Madam,


We are happy to notify you that your quotation under contract Procurement of office supplies and materials for Administrative Support Offices at the Contact Price of **Seventy-Four Thousand One Hundred Eighteen and 50/100 Pesos (Php 74,118.50)** undertaken through Negotiated - Shopping under Sec 52.1b of the 2016 Revised IRR of RA No. 9184, is hereby awarded to you.

A Purchase Order shall be issued at the soonest possible time.

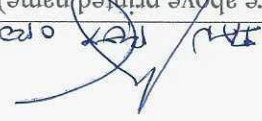
We appreciate your interest in this opportunity and we look forward to your satisfactory performance of your obligations under the project.

Thank you.

Sincerely yours,


RONNEL DIONEDA SR., MSE
Dean/Head of Procuring Entity
Bicol University Tabaco

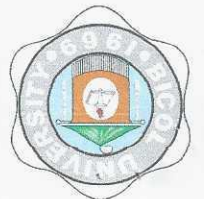
Received by:


(Signature above printed name)

(Date and Time of Receipt)

*Kindly email to sender to acknowledge receipt

9-15-25





NOTICE TO PROCEED

September 03, 2025

LDB OFFICE & SCHOOL SUPPLIES TRADING
Tabaco City


Dear Sir/Madam,

The attached Contract having been approved, notice is hereby given to LDB Office & School Supplies Trading that performance on the Procurement of office supplies and materials for Administrative Support Offices, in the amount of **Seventy-Four Thousand One Hundred Eighteen and 50/100 Pesos (Php 74,118.50)**, shall commence effective on the date of receipt of this Notice.

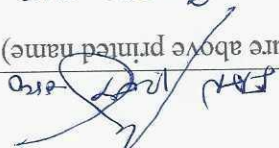
Upon receipt of this notice, you are responsible for performing the service under terms and condition provided in the Contract and in accordance with the schedule requirements.

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 Bicol University Tabaco.

Sincerely yours,


RONNEL DIONEDA SR., MSc
Dean/Head of Procuring Entity
Bicol University Tabaco

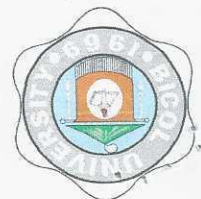
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BIDS AND AWARDS COMMITTEE
Bicol University Tabaco



BAC RESOLUTION DECLARING LDB OFFICE & SCHOOL SUPPLIES TRADING AS BIDDER WITH THE SINGLE CALCULATED AND RESPONSIVE BID FOR THE CONTRACT: PROCUREMENT OF OFFICE SUPPLIES AND MATERIALS FOR ADMINISTRATIVE SUPPORT OFFICES

RESOLUTION NO. SCRB-GDS-2025-40

WHEREAS, the Bicol University Tabaco requested for the Procurement of office supplies and materials for Administrative Support Offices an Approved Budget for the contract (ABC) of Eighty-Two Thousand Three Hundred Twenty-One and 44/100 Pesos (Php 82,321.44).

WHEREAS, the BAC resorted to Shopping under Section 52.1b of the 2016 Revised IRR of R.A 9184; as alternative mode; Procurement of office supplies and materials for Administrative Support Offices.

WHEREAS, the committee waived the formalities of competitive bidding procedures and issued Request for Quotation/Proposal from suppliers of known qualifications:

WHEREAS, invitation to bid documents/request for proposal was posted in the PhilGEPs and Bicol University Website on August 24, 2025 to August 27, 2025.

WHEREAS, three (3) suppliers were provided quotation form and (1) one supplier submitted quotation thru email; bidding results are as follows:

Bidders	Bid Amount	Remarks
LDB OFFICE & SCHOOL SUPPLIES TRADING	Php 74,118.50	SCRB
LUCKY EDUCATIONAL SUPPLY, INC.	Php 76,802.75	DQ-Incomplete Bid
BAN BEE COMMERCIAL CO. INC.	Php 88,435.50	DQ-Exceeded ABC
TCL MERCHANDISE BROKERAGE INC.	Php 74,398.75	DQ-Incomplete Bid

WHEREAS, upon examination, validation and verification of all eligibility, technical and financial requirements submitted by LDB OFFICE & SCHOOL SUPPLIES TRADING declare its bid was found to be responsive; NOW, THEREFORE, We, the Members of the Bids and Awards Committee, hereby RESOLVE as it is hereby RESOLVED:

- To declare LDB OFFICE & SCHOOL SUPPLIES TRADING as the bidder with Single Calculated and Responsive Bid for the contract amount of Seventy-Four Thousand One Hundred Eighteen and 50/100 Pesos (Php 74,118.50).

b. To recommend for approval by the Dean of the Bicol University Tabaco the foregoing findings.

RESOLVED, at the Bicol University Tabaco, this 3rd day of September 2025.

JOHN B. BROTA MANANTE
BAC Chairperson
JOSE MICHAEL B. APAN
TWG, Goods & Services
MARLA B. BUAMA
End-User

DOMINGO B. BOGNALBAL
Vice-Chairperson
AMELITA B. BILONO
End-User
WIVINA B. BEREN
End-User
SUSIE BUETE
End-User

MA. TERESA C. MADRILLEROS
Regular Member
GRITEL IVY N. BENI
End-User
MARIA GEMMA O. BERMUNDO
End-User

RONNEL R. DIONEDA SR, MSC
Dean/HoPE

Approved: