



Republic of the Philippines  
**METRO KIDAPAWAN WATER DISTRICT**  
 Lanao, Kidapawan City

Tel nos. (064)577-1533, 577-1865, Fax no. (064) 572-5533

E-mail Address: [metrokidapawan\\_wd@yahoo.com](mailto:metrokidapawan_wd@yahoo.com)

Website: [www.metrokidapawanwd.gov.ph](http://www.metrokidapawanwd.gov.ph)

"Committed to Service, Development and Self-Reliance"



ISO 9001:2015 Certified

**NTP # 1-0221-020**

**16 FEB 2021**

**GLENN LOPEZ**

Owner/Proprietor

Kidapawan Central Marketing Corp.

Gnd Flr., Zepol Bldg., Quezon Blvd., Kidapawan City

**NOTICE TO PROCEED**

Dear **Sir**:

We are pleased to inform you that the Contract for the **PO # 1-0221-020**, has been approved. In this regard, Notice is hereby given to you to commence with delivery of goods effective immediately.

Upon receipt of this Notice to Proceed, you are responsible for performing the delivery of goods under the terms and conditions of the contract and in accordance with the implementation schedule which will due within **7 days, upon receipt.**

Please acknowledge receipt and acceptance of this Notice by signing both copies in the space provided below.

Very truly yours,

**STELLA M. GONZALES, MPS**

General Manager

Received by: \_\_\_\_\_

(Signature above printed name)

Date and time of Receipt

*[Handwritten signature of Stella M. Gonzales]*  
*[Handwritten signature]*  
 FEB 17 2021



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**NOA # 1-0221-020**

February 11, 2021

**GLENN LOPEZ**

Owner/Proprietor

Kidapawan Central Marketing Corp.

Gnd Flr., Zepol Bldg., Quezon Blvd., Kidapawan City

Dear Sir:

Please be notified that your bid for **PR # 0121-018** which is delivery of **Office Supplies** for **MKWD Offices for Q1 of 2021** is hereby awarded to you as the Lowest Calculated and Responsive Offer for a Total Contract Price of **Ninety Thousand Ninety Two Pesos Only (P 90,092.00)** under **BAC 2- RESOLUTION NO. 039 and AOB NO. 039-2021**.

With this, you are required to sign the Purchase Order/Contract within Three (3) days upon the receipt hereof.

Failure to sign the P.O shall constitute sufficient ground for the cancellation of the award.

Very truly yours,

**STELLA M. GONZALES, MPS**  
General Manager

Received by: \_\_\_\_\_

(Signature above printed name)

\_\_\_\_\_   
Date and time of Receipt





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**Metro Kidapawan Water District**  
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**PURCHASE ORDER**

Supplier : KIDAPAWAN CENTRAL MARKETING CORP. P.O. No. : 1-0221-020  
 Address : GND FLR,ZEPOL BLDG. QUEZON BLVD.,Kidapawan City DATE : February 11, 2021  
 E-mail Address : \_\_\_\_\_ PR NO : 0121-018  
 Telephone No. : (064)577-1551 MODE OF PAYMENT : WITHIN 180 DAYS  
 TIN : 002-007-550-000 MODE OF PROCUREMENT : Shopping

**Gentlemen:**

Please furnish this office the following articles subject to the terms and conditions contained therein:

Place of delivery : MKWD Main Office, Lanao, Kidapawan City Delivery Term: FULL  
 Date of delivery : 7 Days Upon Receipt Payment Term: WITHIN 180 DAYS

STOCK NO.	UNIT	DESCRIPTION	QTY.	UNIT PRICE	TOTAL PRICE
4	pc	BOARD, CHIP BOARD	4.00	25.00	100.00
5	pc	CALCULATOR, SCIENTIFIC	4.00	900.00	3,600.00
6	pc	CARTRIDGE, RIBBON CARTRIDGE FX2175	4.00	495.00	1,980.00
7	pc	COLUMNAR, COLUMNAR NOTEBOOK - 12 COLUMN	7.00	35.00	245.00
10	box	CONTINUOUS, CONTINUOUS FORM 2 PLY 11X14	6.00	1,510.00	9,060.00
11	pc	MOUSE-, MOUSE- COMPUTER	5.00	280.00	1,400.00
14	ream	PAPER, canon (long) blue	1.00	1,050.00	1,050.00
15	ream	PAPER, PAPER BOOK A4 SIZE	139.00	180.00	25,020.00
16	ream	PAPER, PAPER BOOK LONG (LEGAL SIZE)	196.00	200.00	39,200.00
20	pc	PUNCHER, PUNCHER (BIG, HEAVY DUTY)	4.00	220.00	880.00
21	pcs	SCISSORS, SCISSORS 158MM LENGHT (BIG, HEAVY DUTY)	7.00	55.00	385.00
24	roll	T, THREAD BALL	4.00	32.00	128.00

Sub Total: **83,048.00**  
 Running Total: **83,048.00**

**Purpose :** OFFICE SUPPLIES FOR MKWD OFFICES FOR Q1 OF 2021

In case 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 : \_\_\_\_\_  
*Signature over printed name of Supplier*  
 \_\_\_\_\_  
 Date

Approved By : \_\_\_\_\_  
**STELLA M. GONZALES, MPS**  
 General Manager

Funds Available:  
**ELSIE N. GUILARAN, MBA**  
 OIC-DEPARTMENT MANAGER FSD

ALOBS No. : \_\_\_\_\_  
 AMOUNT : 90,092.0



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 Website: [www.metrokidapawanwd.gov.ph](http://www.metrokidapawanwd.gov.ph)  
 "Committed to Service, Development and Self-Reliance"



**PURCHASE ORDER**

Supplier	: <u>KIDAPAWAN CENTRAL MARKETING CORP.</u>	P.O. No. : <u>1-0221-020</u>
Address	: <u>GND FLR,ZEPOL BLDG. QUEZON BLVD.,Kidapawan City</u>	DATE : <u>February 11, 2021</u>
E-mail Address	: _____	PR NO : <u>0121-018</u>
Telephone No.	: <u>(064)577-1551</u>	MODE OF PAYMENT : <u>WITHIN 180 DAYS</u>
TIN	: <u>002-007-550-000</u>	MODE OF PROCUREMENT : <u>Shopping</u>

**Gentlemen:**

Please furnish this office the following articles subject to the terms and conditions contained therein:

Place of delivery	: <u>MKWD Main Office, Lanao, Kidapawan City</u>	Delivery Term: <u>FULL</u>
Date of delivery	: <u>7 Days Upon Receipt</u>	Payment Term: <u>WITHIN 180 DAYS</u>

STOCK NO.	UNIT	DESCRIPTION	QTY.	UNIT PRICE	TOTAL PRICE
27	pc	CUTTER, CUTTER HEAVY DUTY(L.0.5 MM, G.0.6MM)	2.00	75.00	150.00
29	pc	drive, FLASH 16GB CAPACITY USB	6.00	290.00	1,740.00
30	pc	ENVELOP, ENVELOP DOCUMENTARY, LEGAL	100.00	3.00	300.00
31	pc	ENVELOP, ENVELOP EXPANDABLE LONG	250.00	15.00	3,750.00
33	pc	FOLDER, FOLDER EXECUTIVE GREEN SHORT	4.00	12.00	48.00
34	pc	FOLDER, FOLDER LONG ORDINARY-BROWN	220.00	4.80	1,056.00

Ninety Thousand Ninety Two and 00/100 Only

Sub Total: **7,044.00**  
 Running Total: **90,092.00**

**Purpose :** OFFICE SUPPLIES FOR MKWD OFFICES FOR Q1 OF 2021

In case 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 : \_\_\_\_\_  
*Signature over printed name of Supplier*  
 \_\_\_\_\_  
 EB 10 2021  
 \_\_\_\_\_  
 Date

Approved By : \_\_\_\_\_  
**STELLA M. GONZALES, MPS**  
 \_\_\_\_\_  
 General Manager

Funds Available: \_\_\_\_\_  
**ELSIE N. GUILARAN, MBA**  
 \_\_\_\_\_  
 OIC-DEPARTMENT MANAGER FSD

ALOBS No. : \_\_\_\_\_  
 AMOUNT : 90,092.00