



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

Tel nos. (064)577-1533, 577-1865, Fax no. (064) 572-55

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 # 1-0221-018**

15 FEB 2021

**AIDA E. DELOS REYES**

Owner/Proprietor

DVC Marketing and Services

Quirino Drive, Kidapawan City

**NOTICE TO PROCEED**

Dear **Madam:**

We are pleased to inform you that the Contract for the **PO # 1-0221-018** 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: mbm

**MARISSA M. SUACILLO**  
(Signature above printed name)

FEB 16 2021  
Date and time of Receipt



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**NOA # 1-0221-018**

February 11, 2021

**NOTICE OF AWARD**

**AIDA E. DELOS REYES**

Owner/Proprietor  
 DVC Marketing and Services  
 Quirino Drive, Kidapawan City

Dear **Madam:**

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 **Twenty Two Thousand Three Hundred Thirty Four Pesos Only (P 22,334.00)** 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]*

**MARISSA M. SUACILLO**  
 (Signature above printed name)

1 FEB 15 2021

Date and time of Receipt



**PURCHASE ORDER**

Supplier	: DVC MARKETING AND SERVICES	P.O. No. :	1-0221-018
Address	: QUIRINO DRIVE, KIDAPAWAN CITY	DATE	: February 11, 2021
E-mail Address	:	PR NO	: 0121-018
Telephone No.	: 577-3720/09287096946	MODE OF PAYMENT	: WITHIN 180 DAYS
TIN	: 915-526-392-600	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
3	pc	BATTERY, RECHARGEABLE SIZE AA (4 PCS OR 2 PAIRS)	4.00	150.00	600.00
8	pc	COLUMNAR, WORKSHEET - 36 COLUMN	2.00	180.00	360.00
17	ream	PAPER, PAPER BOOK (A3 SIZE)	8.00	450.00	3,600.00
19	box	PENCIL, PENCIL LEAD MECHANICAL .05	1.00	120.00	120.00
22	PC.	SIGN, SIGN PEN (BLACK)	103.00	18.00	1,854.00
38	pc	INK, INK CANNON 810 (BLACK)	5.00	1,150.00	5,750.00
39	pc	INK, INK CANNON 811 (COLORED)	5.00	1,350.00	6,750.00
40	pc	INK, INK HP 704 BLACK	2.00	550.00	1,100.00
41	pc	INK, INK HP 704 COLORED	4.00	550.00	2,200.00

Twenty Two Thousand Three Hundred Thirty Four and 00/100 Only

Sub Total: **22,334.00**  
 Running Total: **22,334.00**

**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	: <u>MARISSA M. SUACILLO</u> <i>Signature over printed name of Supplier</i> FEB 15 2021 <i>Date</i>	Approved By	: <u>STELLA M. GONZALES, MPS</u> <i>General Manager</i>
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Funds Available:	<u>ELSIE N. GUILARAN, MBA</u> OIC-DEPARTMENT MANAGER FSD	ALOBS No. :	_____
		AMOUNT :	22,334.00