



Republic of the Philippines
CITY GOVERNMENT OF MUNTINLUPA
National Road, Putatan, Muntinlupa City

BIDS and AWARDS COMMITTEE

www.muntinlupacity.gov.ph

NOTICE TO PROCEED

October 13, 2022

KSL ENTERPRISES

General Trias, Cavite

Dear Sir / Madame:

The attached Contract Agreement having been approved, notice is hereby given to **KSL ENTERPRISES** that the CONTRACT of the City Government of Muntinlupa for the **"Supply & Delivery of Office & Computer Supplies Needed for Covid-19 Vaccination Program due to Increasing Number of Covid-19 Cases"**, shall commence effective FIVE (5) DAYS after acknowledging receipt hereof.

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

Please acknowledge receipt and acceptance of this notice by signing both copies on the space provided below. Kindly keep one (1) copy and return the other copy to the Bids and Awards Committee Secretariat.

Very truly yours,


Hon. ROZZANO RUFINO B. BIAZON
City Mayor

I acknowledge receipt of this Notice on Oct. 13' 22

Name of the Bidder or Representative Alberto A. A. A.

Authorized signature 



ISO 9001:2008 CERTIFIED

CERT. CODE : QMS0708041506KA-001

 **YAN ANG TAMA YAN ANG MUNTINLUPA!**

PURCHASE ORDER

City Government of Muntinlupa

Supplier: **KSL ENTERPRISES**

P.O. No.: **028797**

Address: **General Trias, Cavite**

Date: **October 6, 2022**

Mode of Procurement: **Public Bidding**

Gentlemen:
Please furnish and/or deliver to this office the following articles subject to the terms and conditions contained herein:

Place of delivery: _____ Delivery Term: _____
Date of delivery: _____ Payment Term: _____

Item No.	Quantity	Unit	Description	Unit Cost	Amount
1	125	REAMS	COPY PAPER A4 - Advance	300.00	37,500.00
2	125	REAMS	COPY PAPER LEGAL 8.5 x 13 - Advance	382.00	47,750.00
3	125	REAMS	COPY PAPER LEGAL 8.5 x 14 - Advance	353.00	44,125.00
4	125	REAMS	COPY PAPER LETTER - Advance	302.00	37,750.00
5	15	REAMS	LETTERHEAD LETTER (for coordination if to outsource)	1,209.00	18,135.00
6	15	REAMS	LETTERHEAD LONG (for coordination if to outsource)	1,429.00	21,435.00
7	10	BOX	BUSINESS CARD (for coordination if to outsource)	649.00	6,490.00
8	200	PC	FOLDER WHITE LONG	10.00	2,000.00
9	200	PC	FOLDER WHITE SHORT	9.00	1,800.00
10	200	PC	FOLDER, EXPANDING, LONG, BLUE	22.00	4,400.00
11	200	PC	FOLDER, EXPANDING, SHORT, BLUE	21.00	4,200.00
12	30	PC	NOTEPAD WITH LOGO (for coordination if to outsource)	1,349.00	40,470.00
13	50	PCS	NOTE PADS	53.00	2,650.00
14	25	boxes	ENVELOPE DOCUMENT BROWN LONG	2,429.00	60,725.00
15	25	boxes	ENVELOPE DOCUMENT BROWN SHORT	2,294.00	57,350.00
16	25	PCS	ENVELOPE EXPANDABLE LONG	2,497.00	62,425.00
17	25	PCS	ENVELOPE EXPANDABLE SHORT	2,159.00	53,975.00
18	100	boxes	ENVELOPE WHITE #10	749.00	74,900.00
19	50	PCS	PLASTIC ENVELOPE LONG	19.00	950.00
20	50	PCS	PLASTIC ENVELOPE SHORT	16.00	800.00
21	20	PCS	RECEIPT ENVELOPE	24.00	480.00
22	100	PCS	FOLDER WITH PLASTIC COVER LONG	54.00	5,400.00
23	100	PCS	FOLDER WITH PLASTIC COVER SHORT	54.00	5,400.00
24	25	PACK	PHOTO PAPER - PRINTING A4	224.00	5,600.00
25	10	PCS	BINDERS	54.00	540.00
26	15	PCS	STAPLE REMOVER	39.00	585.00
27	20	PCS	STAPLER	299.00	5,980.00
28	110	BOX	STAPLE WIRE	74.00	8,140.00
29	6	PC	2 HOLE PUNCHER	215.00	1,290.00
30	1	PC	3 HOLE PUNCHER	537.00	537.00
31	15	PCS	SCISSORS	134.00	2,010.00
32	3	PCS	BOX CUTTER	404.00	1,212.00
33	20	PCS	CUTTER (SMALL)	33.00	660.00

page 1.....

Total Amounts in Words: _____

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.

Conforme: **KSL ENTERPRISES**

Signature over printed name

Date

Very Truly Yours,
Mayor ROZZANO RUFINO B. BIAZON
Authorized Official

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

Approved to be purchased thru Negotiated Purchase per Sangguniang Res. No.: _____

Certified Correct: _____
Secretary of the Sanggunian

Requesting Office/Dept.

Authorized Official

Funds Available: _____
Amount: _____

R.O. No.: _____

Chief Account

10/7/22

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Delivery Term: _____

Date of delivery: _____

Payment Term: _____

Item No.	Quantity	Unit	Description	Unit Cost	Amount
34	50	BOX	PAPER CLIPS, NICKED BIG	33.00	1,650.00
35	50	BOX	PAPER CLIPS, NICKED SMALL	21.00	1,050.00
36	20	BOX	PAPER CLIPS, BIG	33.00	660.00
37	20	BOX	PAPER CLIPS, SMALL	21.00	420.00
38	70	BOX	BINDER CLIP, BACKFOLD, 3/4" (19MM), 12S/BOX	37.00	2,590.00
39	70	BOX	BINDER CLIP, BACKFOLD, 1" (25MM), 12S/BOX	33.00	2,310.00
40	70	BOX	BINDER CLIP, BACKFOLD, 1 1/4" (32MM), 12S/BOX	86.00	6,020.00
41	70	BOX	BINDER CLIP, BACKFOLD, 1 5/8" (41MM), 12S/BOX	76.00	5,320.00
42	70	BOX	BINDER CLIP, BACKFOLD, 2" (50MM), 12S/BOX	137.00	9,590.00
43	11	PACK	RUBBER BAND BIG	266.00	2,926.00
44	2	PCS	TAPE DISPENSER	175.00	350.00
45	30	PCS	TAPE, DOUBLE-SIDED, 1", ROLL	175.00	5,250.00
46	30	PCS	TAPE, MASKING, 1 1/2", ROLL	103.00	3,090.00
47	30	PCS	TAPE, MASKING, 1", ROLL	37.00	1,110.00
48	50	PCS	TAPE, PACKAGING, 2" ROLL, CLEAR	60.00	3,000.00
49	30	PCS	TAPE, PACKAGING, 2" ROLL, TAN	60.00	1,800.00
50	30	PCS	TAPE, SCOTCH, 1", ROLL	39.00	1,170.00
51	10	PCS	CLEAR TAPE	121.00	1,210.00
52	20	PCS	MASKING TAPE - Crocodile	109.00	2,180.00
53	50	PCS	GLUE 240G - Elmers	148.00	7,400.00
54	10	PCS	GLUE STICK	249.00	2,490.00
55	40	pcs	POST-IT NOTES	330.00	13,200.00
56	100	PC	FLAG/ PAGE TABS	84.00	8,400.00
57	5	pcs	BOOKMARK STICKY FLAGS	499.00	2,495.00
58	30	PCS	CORRECTION PEN	113.00	3,390.00
59	30	PCS	CORRECTION TAPE	53.00	1,590.00
60	5	PCS	CORRECTION LIQUID - HBW	64.00	320.00
61	35	BOX	PENCIL 12s - Mongol	126.00	4,410.00
62	7	PCS	PENCIL SHARPENER	552.00	3,864.00
63	25	PCS	ERASER - Excellent	24.00	600.00
64	100	BOX	BALLPEN, BLACK - HBW	26.00	2,600.00
65	2	PCS	WHITE BOARD ERASER - Excellent	87.00	174.00
66	100	PC	PEN, ROLLERBALL, PILOT HI-TECHPOINT VS BLACK0.5 - Pilot	34.00	3,400.00

page 2.....

Total Amounts in Words: _____

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Conforme: **KSL ENTERPRISES**

Very Truly yours,

Mayor ROZZANO RUFINO B. BIAZON

Signature over printed name

Authorized Official

Date

(In case of Negotiated Purchase pursuant to Section 369 (a) of RA7160 this portion must be accomplished.)

Requesting Office/Dept.

Funds Available: _____

Amount: _____

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R.O. No.: _____

Certified Correct: _____

Secretary of the Sanggunian

Authorized Official

Chief Account

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Item No.	Quantity	Unit	Description	Unit Cost	Amount
67	100	PC	PEN, ROLLERBALL, PILOT HI-TECHPOINT V5 BLUE 0.6 - Pilot	34.00	3,400.00
68	100	PC	PEN, ROLLERBALL, PILOT HI-TECHPOINT V7 BLACK 0.7 - Pilot	34.00	3,400.00
69	100	PC	PEN, ROLLERBALL, PILOT HI-TECHPOINT V7 BLUE 0.8 - Pilot	34.00	3,400.00
70	5	BOX	BALLPOINT PEN (BLACK) - Flex Stick	299.00	1,495.00
71	5	BOX	BALLPOINT PEN (BLUE) - Flex Stick	299.00	1,495.00
72	5	BOX	BALLPOINT PEN (RED) - Flex Stick	299.00	1,495.00
73	2	BOX	MARKER, PERMANENT BLACK - Pilot	299.00	598.00
74	50	PC	MARKER, PERMANENT BROAD BLACK - Pilot	56.00	2,800.00
75	50	PC	MARKER, PERMANENT FINE POINT BLACK - Pilot	56.00	2,800.00
76	50	PC	MARKER, WHITEBOARD FINE POINT BLACK - Pilot	87.00	4,350.00
77	50	PC	MARKER, WHITEBOARD FINE POINT BLUE - Pilot	87.00	4,350.00
78	50	PC	MARKER, WHITEBOARD FINE POINT RED - Pilot	87.00	4,350.00
79	1	BOX	WHITEBOARD MARKER BLACK - Excel	499.00	499.00
80	60	pcs	HIGHLIGHTER, NEON YELLOW - Stabilo Boss	46.00	2,760.00
81	1	PC	RUBBER STAMP (RECEIVED BY)	1,201.00	1,201.00
82	1	PC	RUBBER STAMP (DATE)	1,099.00	1,099.00
83	1	PC	RUBBER STAMP (CTC)	1,199.00	1,199.00
84	10	PCS	STAMP PAD INK, 50ML, BLACK - HBW	32.00	320.00
85	10	PCS	STAMP PAD INK, 50ML, BLUE - HBW	32.00	320.00
86	12	PCS	STAMP PAD - HBW	120.00	1,440.00
87	2	PCS	STAMP PAD INK REFILL - HBW	499.00	998.00
88	5	PCS	CLIP BOARD	101.00	505.00
89	2	pcs	BULLETIN BOARD	418.00	836.00
90	3	BOX	PUSHPINS	53.00	159.00
91	5	PCS	PEN HOLDER	64.00	320.00
92	10	PCS	SUPPLY TRAY/ORGANIZER	499.00	4,990.00
93	1	PC	PAPER CUTTER	1,499.00	1,499.00
94	50	PCS	EXTENSION CORDS	799.00	39,950.00
95	5	PCS	MOUSE PAD	119.00	595.00
96	10	pcs	CALCULATOR, 12 DIGITS	566.00	5,660.00
97	50	boxes	FASTENER	53.00	2,650.00
98	15	pcs	RECORD BOOK, SOFT-BOUND 500 LEAVES - Vaillant	87.00	1,305.00
99	100	pcs	SIGN HERE TABS	74.00	7,400.00

page 3.....

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Very Truly yours,

Mayor ROZZANO RUFINO B. BIAZON

Signature over printed name

Authorized Official

Date

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100	60	pcs	ARCH FILE FOLDER 2 RING LEVER TYPE VERTICAL BLUE - Smart	119.00	7,140.00
101	60	pcs	ARCH FILE FOLDER 2 RING LEVER TYPE HORIZONTAL - Smart	119.00	7,140.00
102	5	PACKS	LAMINATING POUCHES/SHEETS 222MM X335mm - Excel	749.00	3,745.00
103	5	PC	MAGAZINE FILE BOX CLOSED, HORIZONTAL BLUE	128.00	640.00
104	60	pcs	CLEAR BOOK, LONG	64.00	3,840.00
105	60	pcs	CLEAR BOOK, SHORT	58.00	3,480.00
106	6	pcs	MOUSE OPTICAL WIRELESS	449.00	2,694.00
107	24	PCS	TONER COPIER (MP 2014H)	3,699.00	88,776.00
108	12	PCS	TONER Taskalfa 1800 Toner	1,579.00	18,948.00
109	120	PCS	TO03Y100 BLK.	294.00	35,280.00
110	120	PCS	TO03Y100 CYAN	294.00	35,280.00
111	120	PCS	TO03Y100 MGT.	294.00	35,280.00
112	120	PCS	TO03Y100 YLW	294.00	35,280.00
113	10	PCS	TONER RISOGRAPH	2,949.00	29,490.00
114	10	PCS	MASTER RISOGRAPH	699.00	6,990.00
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx aua xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx					=====
Supply and Delivery of Office and Computer Supplies Needed for Covid-19 Vaccination Program due to Increasing Number of Covid-19 Cases					P1,147,334.00

Total Amounts in Words: _____

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