

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE V
Regional Center Site, Rawis, Legazpi City, Albay

CALL OFF ORDER

Supplier:	GOLDEN CIRCLE ENTERPRISES	PO. No.:	COO#2025-001-014		
Address:	110 PEÑARANDA ST. LEGAZPI CITY	Date:	April 29, 2025		
Contact No.:		Mode of Procurement:	PUBLIC BIDDING UNDER FRAMEWORK AGREEMENT		
Gentlemen:	Please furnish this Office the following articles subject to the terms and conditions contained herein:	Payment Term:	30-60 Calendar Days from Receipt of SOA/Billing		
		Delivery Term:	As specified below		
Place of Delivery:	DSWD FO V, Rawis, Legazpi City	For Delivery Schedule and Queries	0963-698-4404		
Date of Delivery:	15 Calendar days from Receipt of call-Off	Please Contact C.M.U:			
Item No.	Unit		Quantity	Unit Cost	Amount
PURCHASE OF OFFICE SUPPLIES TO BE USED BY ACT-MSIT PERSONNEL IN PROVIDING SERVICES					
6	Piece	SIGN PEN, Extra Fine Tip, Black, liquid or gel ink, 0.3mm tip	40	24.00	960.00
9	Piece	SIGN PEN, Extra Fine Tip, Blue, liquid or gel ink, 0.3mm tip	10	24.00	240.00
42	Box	STAPLE WIRE, standard	4	25.00	100.00
48	Roll	TAPE, transparent, 48 mm, atleast 50 meters	15	24.50	367.50
63	Box	ENVELOPE, Documentary, A4, Kraft, 500 pcs/ box	2	575.00	1,150.00
65	Box	ENVELOPE, Expanding, Kraft, smooth surface, with string and eyelet or elastic strap, 100pcs/box	4	1450.00	5,800.00
92	Box	PENCIL, lead/graphite, with eraser, 12 pieces per box	16	47.50	760.00
111	Box	PAPER, parchment, size: (±2mm in either direction) 210mm x297mm, 80gsm, fine translucent, suitable for laser/ inkjet printing, 100 sheets per box	5	250.00	1,250.00
The Supplier/Contractor acknowledges and agrees that any acts falling under Section 65 (Offenses and Penalties) and Section 69 (Imposition of Administrative Penalties and Blacklisting) of the Implementing Rules and Regulations (IRR) of Republic Act No. 9184 (Government Procurement Reform Act), as well as other relevant procurement laws and regulations, shall subject the Supplier/Contractor to blacklisting, administrative, civil, and/or criminal liabilities in accordance with applicable laws and regulations.					
Total Amount in Words:	Ten Thousand Six Hundred Twenty Seven Pesos and Fifty Centavos			GRAND TOTAL	10,627.50

LIQUIDATED DAMAGES: One-Tenth Of One Percent (0.001) of the cost of the unperformed portion of the contract for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the DSWD FOV may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.

Conforme:

GOLDEN CIRCLE ENTERPRISES

Contract Management Section Signature over Printed Name of Supplier

In: 5/8 Date/Time: 3:21 Date: 08 MAY 2025

Out: Funds Available: Date/Time:

WENDY G. RANCES
Accountant III

NORMAN S. LAURIO
Regional Director

ORS No.: 25-05-00348

Amount: 10,627.50