



**NOTICE OF AWARD**

28 July 2022

**CLOCKWERK STATIONERY TRADING**

Blk. 1, Lot 21, Durian Street,  
Dividend Homes, Barangay San Juan,  
Taytay, Rizal

Dear Sir/Madam:

In connection with the NEGOTIATED PROCUREMENT – SMALL VALUE PROCUREMENT for the **Supply and Delivery of Various Office Supplies** for the use of the **Local Youth Development Office** under **Purchase Request No. 100-22-05-671**, the Bids and Awards Committee resolved to recommend the award of the contract to **CLOCKWERK STATIONERY TRADING** in the amount of **Forty Eight Thousand Nine Hundred Fifty Five Pesos Only (Php 48,955.00)**.

This serves as formal notice of the award of the contract in your favor. You are hereby requested to execute the contract with the City and to submit relevant documents as required under the Implementing Rules and Regulations of R.A. 9184, if any, within ten (10) calendar days upon receipt of this Notice. Failure to execute the contract and to submit relevant documents (as applicable) within the above-mentioned period may result in the cancellation of the award of the contract in your favor.

Very truly yours,

**VICTOR MA. REGIS N. SOTTO**

City Mayor

By authority of the City Mayor:

**ATTY. JERONIMO U. MANZANERO** *Jy*  
City Administrator

Conforme: **TYRONE JOSHUA C. VILLANUEVA**  
**Authorized Representative**  
**CLOCKWERK STATIONERY**  
**TRADING**

Date:

*08/16/22*



OFFICE OF THE MAYOR

## NOTICE TO PROCEED

26 August 2022

Date

### **CLOCKWERK STATIONERY TRADING**

Blk. 1, Lot 21, Durian Street,  
Dividend Homes, Barangay San Juan,  
Taytay, Rizal

Dear Sir/Madam:

We wish to inform you that your contract for the **Supply and Delivery of Various Office Supplies** for the use of the **Local Youth Development Office** under **Purchase Request No. 100-22-05-671**, covered by **Purchase Order No. 22-08-1856** has been duly approved.

You are hereby directed to perform your obligations as stipulated in the contract. No revisions of the contract shall take effect unless approved in writing by this office.

Very truly yours,

**VICTOR MA. REGIS N. SOTTO**

City Mayor

By authority of the City Mayor:

**ATTY. JERONIMO U. MANZANERO**

City Administrator

Conforme: **TYRONE JOSHUA C. VILLANUEVA**

**Authorized Representative  
CLOCKWERK STATIONERY  
TRADING**

Date:

08/26/22



# PURCHASE ORDER

## CITY GOVERNMENT OF PASIG

Agency Name

Supplier : **CLOCKWERK STATIONERY TRADING**  
 Address : **Blk 1 Lot 21 Durian St., Dividend Homes, Brgy. San Juan, Taytay, Rizal**

P.O. No. : **22-08-1856**  
 Date : **August 16, 2022**  
 Mode of Procurement: **SMALL VALUE PROCUREMENT**

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

Place of Delivery : **Central Supply Office**  
 Date of Delivery : \_\_\_\_\_

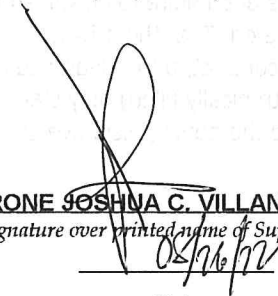
Delivery Term : **7 Calendar Days**  
 Payment Term : **within 45 days upon completion of delivery**

ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
1	BOXES	20	Paper Clip Jumbo, TM 100 pcs 50mm 120 gms	30.00	600.00
2	BOXES	20	Paper Clip, TM Small 100 pcs 33mm 50gms	20.00	400.00
3	PCS	20	Transparent Tape, EXCEL 19mm X 66mm	20.00	400.00
4	PCS	20	Masking tape, MGK 1 inch 24mm	25.00	500.00
5	PACKS	50	sticker paper, GENERIC Glossy 8.5x11 10 pcs per packs	35.00	1,750.00
6	PACKS	50	Special paper, GENERIC Board paper white 210x297mm	45.00	2,250.00

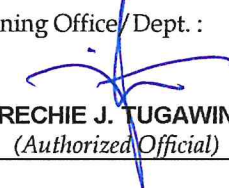
Control No. **3655** SUBTOTAL : **Php 5,900.00**

**Total Amount in Words** *Five Thousand Nine Hundred Pesos Only.*

In case of the failure to make the full delivery within the time specified above, a penalty of one tenth (1/10) of one (1) percent for every day of delay shall be imposed.

Conforme :  
  
**TYRONE JOSHUA C. VILLANUEVA**  
*(Signature over printed name of Supplier)*  
 \_\_\_\_\_  
 Date

Very truly yours,  
**VICTOR MA. REGIS N. SOTTO**  
*(Authorized Official)*  
 City Mayor

Requisitioning Office/Dept. :  
  
**RECHIE J. TUGAWIN**  
*(Authorized Official)*

Funds Available :  
**JUVY A. CUENCO**  
*Chief Accountant*

Amount : \_\_\_\_\_  
 OBR No. : \_\_\_\_\_



# PURCHASE ORDER

## CITY GOVERNMENT OF PASIG

*Agency Name*

Supplier : **CLOCKWERK STATIONERY TRADING**  
 Address : Blk 1 Lot 21 Durian St., Dividend Homes, Brgy. San Juan, Taytay, Rizal

P.O. No. : 22-08-1856  
 Date : August 16, 2022  
 Mode of Procurement: SMALL VALUE PROCUREMENT

Gentlemen:

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

Place of Delivery : Central Supply Office  
 Date of Delivery : \_\_\_\_\_

Delivery Term : 7 Calendar Days  
 Payment Term : within 45 days upon completion of delivery


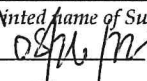
ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
7	BOXES	20	Staple Wire, TM #35 26/6	30.00	600.00
8	PCS	200	Clear Envelope Long, GENERIC without handle	45.00	9,000.00
9	PCS	200	Notebook, GENERIC sparial 80 leaves	25.00	5,000.00
10	PIECE	20	Manila Paper, GENERIC	7.00	140.00
11	PACKS	40	Parchment Paper, GENERIC size 8.5 x 11	35.00	1,400.00
12	PCS	5	Stamp Pad Violet, MGK	35.00	175.00
13	PCS	8	Stapler, GENERIC	60.00	480.00
14	BOXES	7	Paper Clamps, TM 1 inch 12 pcs per box	30.00	210.00

Control No. **3655** SUBTOTAL : **Php 22,905.00**

**Total Amount in Words** Twenty-two Thousand Nine Hundred Five Pesos Only.

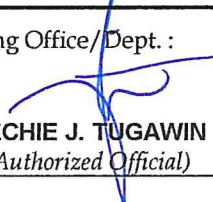
In case of the failure to make the full delivery within the time specified above, a penalty of one tenth (1/10) of one (1) percent for every day of delay shall be imposed.

Conforme :

  
TYRONE JOSHUA C. VILLANUEVA  
*(Signature over printed name of Supplier)*  
  
 Date

Very truly yours,

VICTOR MA. REGIS N. SOTTO  
*(Authorized Official)*  
 City Mayor

Requisitioning Office/ Dept. :  <p style="text-align: center;">  <b>RECHIE J. TUGAWIN</b>  <i>(Authorized Official)</i></p>	Funds Available :  <p style="text-align: center;"><b>JUVY A. CUENCO</b>  <i>Chief Accountant</i></p>	Amount : _____  OBR No. : _____
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# PURCHASE ORDER

## CITY GOVERNMENT OF PASIG

*Agency Name*

Supplier : **CLOCKWERK STATIONERY TRADING**  
 Address : Blk 1 Lot 21 Durian St., Dividend Homes, Brgy. San Juan, Taytay, Rizal

P.O. No. : 22-08-1856  
 Date : August 16, 2022  
 Mode of Procurement: SMALL VALUE PROCUREMENT

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

Place of Delivery : Central Supply Office      Delivery Term : 7 Calendar Days  
 Date of Delivery : \_\_\_\_\_      Payment Term : within 45 days upon completion of delivery

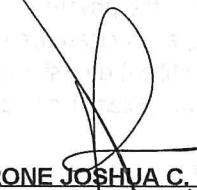
ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
15	PCS	92	ID Case, GENERIC transparent ID case 9.8 X 8.5cm Horizontal	25.00	2,300.00
16	PCS	110	Folder Short, SYSTEM white folder	5.00	550.00
17	REAMS	40	Bond Paper, HARD COPY Long-80GSM legal	300.00	12,000.00
18	REAMS	40	Bond Paper Short, HARD COPY 70gsm letter ***** Nothing Follows *****	280.00	11,200.00


for the used of local youth development office for the use of Local Youth Development Office

Control No. **3655** GRAND TOTAL : **Php 48,955.00**


**Total Amount in Words** Forty-eight Thousand Nine Hundred Fifty-five Pesos Only.

In case of the failure to make the full delivery within the time specified above, a penalty of one tenth (1/10) of one (1) percent for every day of delay shall be imposed.

Conforme :  
  
TYRONE JOSHUA C. VILLANUEVA  
*(Signature over printed name of Supplier)*  
08/16/22  
*Date*

Very truly yours,  
  
VICTOR MA. REGIS N. SOTTO  
*(Authorized Official)*  
 City Mayor

Requisitioning Office / Dept. :  
  
RECHIE J. TUGAWIN  
*(Authorized Official)*

Funds Available :  
  
JUVY A. GUENCO  
*Chief Accountant*

Amount : ₱ 48,955.-  
100-2022-08-  
 OBR No. : 0470-1061