



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF JUSTICE  
**OFFICE OF THE GOVERNMENT CORPORATE COUNSEL**  
3rd Floor MWSS Administration Building, Katipunan Avenue  
Balara, Quezon City  
Tel. Nos. (02) 34363779 / (02) 79782044 • Fax No. (02) 34364475  
www.ogcc.gov.ph  
records@ogcc.gov.ph

## NOTICE OF AWARD

6 June 2023

**MS. IRENE C. TAYONG**

*Authorized Representative*

Papertree Marketing Group Inc.

425 Gomezville Street

Brgy. Addition Hills, Mandaluyong City

Contact Numbers: 0977.719.2953/8723.9668

Dear Ms. Tayong:

We are pleased to inform you that your offered quotation for the **Supply and Delivery of Paper Materials for the Office of the Government Corporate Counsel** in the amount of **One Hundred Twenty-Four Thousand Four Hundred Forty-Two Pesos (PhP124,442.00)**, has been determined as the Lowest Calculated and Responsive Quotation, and is hereby accepted.

Very truly yours,

  
**ROGELIO V. QUEVEDO**  
Government Corporate Counsel *me*

Conforme:

  
**MS. IRENE C. TAYONG**  
*Authorized Representative*  
Papertree Marketing Group Inc.

Date Received: June 13, 2023

.....committed to uphold justice  
under the rule of law



## PURCHASE ORDER

OFFICE OF THE GOVERNMENT CORPORATE COUNSEL

Department of Justice

3rd Floor MWSS Bldg., Katipunan Road, Balara, Quezon City

Supplier:	Papertree Marketing Group Inc.	Purchase Order No.:2023-06-0024
Address:	425 Gomezville Street, Brgy. Addition Hills, Mandaluyong City	Date: 06 June 2023
	0977.719.2953/8723.9668	Mode of Procurement: Shopping Section 52.1
TIN:	007-253-208-000	(b)

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

Place of Delivery:	Supply Section	Delivery Term : F.O.B..
Date of Delivery :	Within thirty (30) calendar days from receipt of Notice to Proceed	Payment Term: Within thirty (30) working days upon receipt of SOA/Billing Statement, IAR, Certificate of Completion to be issued by the end-user

Item No.	Unit	Quantity	Item/Description	Unit Cost	Amount
			Supply and Delivery of Paper Materials for the OGCC		
1	ream	120	Laid Paper, Ivory color, 90 gsm, Size 8.5" x 11" Brand offered: Althenea Laid-Natural White	850.00	102,000.00
2	ream	11	Laid Paper, Ultra White color, 90 gsm, Size 8.5" x 13" Brand offered: Althenea Laid-Blanco Diamante	1,022.00	11,242.00
3	ream	40	Multicopy Paper, size 8.5 x 11 inches, 80gsm (subs 24) Brand offered: Copy One-White	280.00	11,200.00
			PhilGEPS Reference No. 9791069		
			Solicitation No. OGCC2023-05-0032; RFQ No. 2023-05-032		
			xxx xxx xxx		
			TOTAL		124,442.00

Total Amount in Words: One Hundred Twenty-Four Thousand Four Hundred Forty-Two Pesos (PhP124,442.00) inclusive of appropriate taxes and fees\*\*\*

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

Very truly yours,

ROGELIO V. QUEVEDO

Government Corporate Counsel

Conforme:

Signature over Printed Name of Supplier

June 13, 2023

Date

Funds Available:

Amount :PhP124,442.00

RYAN JOSEPH C. RODRIGUEZ

Supervising Administrative Officer

OBR No. : 1000C-2023-06

PhP124,442.00



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**NOTICE TO PROCEED**

7 June 2023

**MS. IRENE C. TAYONG**

*Authorized Representative*

Papertree Marketing Group Inc.

425 Gomezville Street

Brgy. Addition Hills, Mandaluyong City

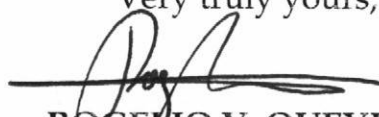
Contact Numbers: 0977.719.2953/8723.9668

Dear Ms. Tayong:

In connection with the Contract/Purchase Order for the **Supply and Delivery of Paper Materials for the Office of the Government Corporate Counsel** in the amount of **One Hundred Twenty-Four Thousand Four Hundred Forty-Two Pesos (PhP124,442.00)**, you are hereby directed to commence the works according to the terms and conditions stipulated in the Contract/Purchase Order for the aforementioned project.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other to the Office of the Government Corporate Counsel.

Very truly yours,

  
**ROGELIO V. QUEVEDO**  
Government Corporate Counsel *jr*

Conforme:

  
**MS. IRENE C. TAYONG**

*Authorized Representative*

Papertree Marketing Group Inc.

Date Received: June 13, 2023

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