



**RESOLUTION RECOMMENDING AWARD OF CONTRACT TO T.O.P. SEVENHUNDRED TRADING FOR THE (1 LOT) PROCUREMENT OF TWO (2) PCS CUSTOMIZED SELF INKING STAMP AND FOURTEEN (14) OTHERS FOR USE OF DPWH-NCR**

**RESOLUTION NO. 0069-2025**  
**[BAC Procurement of Goods thru Small Value]**

**WHEREAS**, the DPWH-National Capital Region advertised through posting at the PhilGEPS and DPWH websites and in conspicuous place at the premises of the Department of Public Works and Highways-NCR continuously for at least four (4) consecutive days and thru distribution to the prospective suppliers of the Request for Quotation for the (1 LOT) Procurement of two (2) pcs Customized Self Inking Stamp and fourteen (14) others for use of DPWH-NCR under Purchase Request with a total ABC of **Php 801,000.00**.

**REQUEST FOR QUOTATION NO. 2025-03-016**

**WHEREAS**, two (2) suppliers submitted quotations during the opening on March 24, 2025 at the place of submission, BAC Conference Room, 2<sup>nd</sup> Flr., 2<sup>nd</sup> St., Port Area, Manila, the following suppliers submitted their quotations as follows;

<u>Name</u>	<u>Total Bid as Read</u>	<u>Total Evaluated/ Calculated Bid</u>	<u>Remarks</u>
1. T.O.P. SEVENHUNDRED TRADING	Php 783,412.00	Php 783,412.00	Responsive
2. TUSCAN TRADING CORPORATION	Php 792,340.00	Php 792,340.00	Responsive

**WHEREAS**, the ABSTRACT OF QUOTATIONS showed that between the two (2) suppliers who submitted their quotations, **T.O.P. SEVENHUNDRED TRADING** complied with and was found responsive to the requirements under the Request for Quotation (RFQ) with the Lowest Calculated Responsive Bid, with items, (goods) specifications acceptable to the implementing Office/End-User Unit concerned;

**NOW THEREFORE**, We, the members of the Bids and Awards Committee (BAC) resolves, as it is hereby resolved, to recommend the award of the contract for the procurement of said goods through Small Value in the total amount of **SEVEN HUNDRED EIGHTY-THREE THOUSAND FOUR HUNDRED TWELVE PESOS (Php 783,412.00) ONLY** to **T.O.P. SEVENHUNDRED TRADING** which submitted the Lowest Calculated Responsive Bid.



**RESOLUTION RECOMMENDING AWARD OF CONTRACT TO T.O.P. SEVENHUNDRED TRADING FOR THE (1 LOT) PROCUREMENT OF TWO (2) PCS CUSTOMIZED SELF INKING STAMP AND FOURTEEN (14) OTHERS FOR USE OF DPWH-NCR**

**RESOLVED**, at DPWH-NCR BAC Conference Room, this \_\_\_\_ day of **27 MAR 2025**.


  
**JOHN S. SISON**  
BAC-Member

  
**ALLAN RAUL C. RAVIZ**  
BAC Member

  
**LIBERATOR R. MERCADO**  
BAC-Member

  
**JOSE B. BOLIVAR**  
BAC-Member

  
**CESNA JOYCE T. MONTERO**  
BAC Vice-Chairperson

  
**JORD ACHAES R. DAVID**  
BAC Chairperson

**Approved By:**

  
**LORETA M. MALALUAN, CESO IV**  
Regional Director

Date: **27 MAR 2025**



Date: 27 MAR 2025

## NOTICE OF AWARD

**JERRUWEN M. MERCADO**

Owner

**T.O.P. SEVENHUNDRED TRADING**

12th Avenue Unisite Subdivision, Del Pilar,  
San Fernando, Pampanga

Dear Sir/Madame:

We wish to inform you that your price quotation in the total amount of SEVEN HUNDRED EIGHTY-THREE THOUSAND FOUR HUNDRED TWELVE PESOS (Php 783,412.00) ONLY for the (1 LOT) Procurement of two (2) pcs Customized Self Inking Stamp and fourteen (14) others for use of DPWH-NCR under RFQ No. 2025-03-016 was considered by the BAC as the Lowest Calculated Responsive Bid. Attached herewith are copies of approved Resolution No. 0069-2025 together with your RFQ No. 2025-03-016 for your reference.

Pursuant to Section 54.5 of the Revised IRR of R.A. 9184, your company is hereby exempted from posting a performance security.

For the issuance of the Purchase Order, please feel free to contact the BAC Procurement Office at telephone No. 304-37-03.

Very truly yours,

  
**LORETA M. MALALUAN, CESO IV**  
Regional Director

CONFORME:

  
**JERRUWEN M. MERCADO**  
Owner  
**T.O.P. SEVENHUNDRED TRADING**

Date 03/27/25





## PURCHASE ORDER

DEPARTMENT OF PUBLIC WORKS & HIGHWAYS - NATIONAL CAPITAL REGION  
Agency



Date: 31 MAR 2025

Supplier : T.O.P. SEVENHUNDRED TRADING	P.O. No. 2025-03-021
Address : 12th Ave. Unisite Subdivision, Del Pilar, San Fernando, Pampanga	Mode of Procurement- Small Value Procurement
TIN: 187-948-159-001	RFQ No. 2025-03-016

Gentlemen:

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

Place of Delivery: DPWH-NCR

Delivery Term : Five (5) calendar days upon receipt of approved P.O.

Date of Delivery:

Payment Term: Charged Account

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	pc	Customized Self Inking Stamp - Text template: at least 82 x 25mm - Rubber Text Line: Max. 8 lines - End user will provide the design	2	₱ 1,885.00	₱ 3,770.00
	pc	Self-inking Dating Stamp Format: Month-Day-Year	5	₱ 1,150.00	₱ 5,750.00
	pc	Storage Box, with lid	100	₱ 530.00	₱ 53,000.00
	pc	Mobile Pedestal Powder-coated steel With 3 Drawers including 1 Central Lock, 1 Pen Tray and File Divider	5	₱ 6,880.00	₱ 34,400.00
	unit	Storage Cabinet - Sliding Glass Door All steel fabricated in cold rolled sheets (CRS) Gauge no. 22 with Four (4) adjustable shelves, sliding glass door 4mm thickness with metal frame provided with flush handle with lock and duplicate keys Dimension: 84"H x 36"W x 18"D	2	₱ 29,725.00	₱ 59,450.00
	unit	Storage Cabinet - Sliding Glass Door All steel fabricated in cold rolled sheets (CRS) Gauge no. 22 with Four (4) adjustable shelves, sliding glass door 4mm thickness with metal frame provided with flush	3	₱ 29,450.00	₱ 88,350.00

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:

GERARDEN M. MERCADO  
(Signature over printed name)  
04/03/2025  
(Date)

Very truly yours,

LORETA M. MALALUAN, CESO IV  
Regional Director

Fund Cluster : \_\_\_\_\_  
Funds Available : \_\_\_\_\_

CUS D. SORONGON  
Chief Accountant

ORS/BURS No.: 011054227025-07-000012

Date of the ORS/BURS: March 27, 2025

Amount : ₱ 787,412.00



## PURCHASE ORDER

DEPARTMENT OF PUBLIC WORKS & HIGHWAYS - NATIONAL CAPITAL REGION  
Agency

Date: 31 MAR 2025



Supplier : T.O.P. SEVENHUNDRED TRADING	P.O. No. 2025-03-021
Address : 12th Ave. Unisite Subdivision, Del Pilar, San Fernando, Pampanga	Mode of Procurement- Small Value Procurement
TIN: 187-948-159-001	RFQ No. 2025-03-016
Gentlemen: Please furnish this office the following articles subject to the terms and conditions contained herein:	

Place of Delivery: DPWH-NCR  
Date of Delivery:

Delivery Term : Five (5) calendar days upon receipt of approved P.O.  
Payment Term: Charged Account

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	unit	handle with lock and duplicate keys Dimension: 84"H x 36"W x 17"D Storage Cabinet - Sliding Glass Door All steel fabricated in cold rolled sheets (CRS) Gauge no. 22 with Four (4) adjustable shelves, sliding glass door 4mm thickness with metal frame provided with flush handle with lock and duplicate keys Dimension: 74"H x 36"W x 17"D (three (3) adjustable shelves)	9	₱ 24,440.00	₱ 219,960.00
	unit	Refillable Ink Tank Printer, A4 / Legal size Print, Scan, Copy, Fax with ADF Borderless printing, transparent ink tanks Input capacity: up to 250 sheets of Plain Paper With warranty and user manual Max resolution: 4800 x 1200 dpi Print speed: at least 33.0 ppm (black), 20.0 ppm (colored) Max copy resolution: 600 x 600 dpi Scanner type: Flatbed color image scanner Optical Resolution: 1200 x 2400 dpi Type of Fax: Black-and-white, Color Fax Capability Network: Ethernet, Wi-Fi, Wi-Fi Direct	3	₱ 32,000.00	₱ 96,000.00
	btl	Ink bottle black (compatible with delivered printer)	15	₱ 575.00	₱ 8,625.00
	btl	Ink bottle cyan (compatible with delivered printer)	15	₱ 575.00	₱ 8,625.00

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:

JERUWEN M. MERCADO  
(Signature over printed name)  
04/03/2025  
(Date)

Very truly yours,

LORETA M. MALALUAN, CESO IV  
Regional Director

Fund Cluster : \_\_\_\_\_  
Funds Available : \_\_\_\_\_

CUS D. SORONGON  
Chief Accountant

ORS/BURS No.: 0110542270X-07-000012

Date of the ORS/BURS: March 27, 2025

Amount : ₱ 383,412.00





## PURCHASE ORDER

DEPARTMENT OF PUBLIC WORKS & HIGHWAYS - NATIONAL CAPITAL REGION  
Agency

Date: 31 MAR 2025



Supplier : T.O.P. SEVENHUNDRED TRADING	P.O. No. 2025-03-021
Address : 12th Ave. Unisite Subdivision, Del Pilar, San Fernando, Pampanga	Mode of Procurement- Small Value Procurement
TIN: 187-948-159-001	RFQ No. 2025-03-016

Gentlemen:

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

Place of Delivery: DPWH-NCR

Delivery Term : Five (5) calendar days upon receipt of approved P.O.

Date of Delivery:

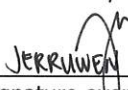
Payment Term: Charged Account

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	btl	Ink bottle magenta (compatible with delivered printer)	15	P 575.00	P 8,625.00
	btl	Ink bottle yellow (compatible with delivered printer)	15	P 575.00	P 8,625.00
	unit	Air-Conditioner, 3HP Inverter Wall Split Type Cooling Capacity: 29,520 kJ/h, 1P, 230V, 60Hz With Remote Control, removable and washable panel EER Rating: at least 12.1	1	P 113,500.00	P 113,500.00
	lot	Installation - High grade copper tubes standard thickness .28.3/8,5/8. - Rubber Insulation using 3/4" thickness. - Control Wire using Royal Cord #12. - Circuit Breaker with all weather box with THHN #10 Supply wire. - With ACCU/Condenser support floor bracket using 2"x2"x3/16" with bolts & nut, dyna bolts. - Dismantling of existing Air conditioning unit (if applicable)	1	P 36,500.00	P 36,500.00
	unit	Water dispenser, Hot & Cold Free-standing, Compressor type cooling x x x	3	P 12,744.00	P 38,232.00
GRAND TOTAL =					P 783,412.00
NOTE: For use of DPWH-NCR.					

(Total Amount in Words) SEVEN HUNDRED EIGHTY-THREE THOUSAND FOUR HUNDRED TWELVE PESOS ONLY

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:

  
JERROWEN M. MERCADO  
(Signature over printed name)  
04/03/2025  
(Date)

Very truly yours,

  
LORETA M. MALALUAN, CESO IV  
Regional Director

Fund Cluster : \_\_\_\_\_

Funds Available : \_\_\_\_\_

  
CUS D. SORONGON  
Chief Accountant

ORS/BURS No.: 0110542270X-03-000012

Date of the ORS/BURS: March 27, 2025

Amount : P 783,412.00