LIGHT RAIL TRANSIT AUTHORITY

BAGONG PILIPINAS

NOTICE OF AWARD

Ms. GEMMA T. PENITON
Corporate Secretary
SUNTAWOOD HOME AND OFFICE, INC.
Lot 7 Blk 1 Zabarte Road, Ma. Luisa Subd.
Brgy. 177, Camarin, Caloocan City
Tel. No.: (02) 255-9876
Email Address: suntawood@gmail.com

Dear **Ms. PENITON:**

This is to formally notify your company that the **CONTRACT FOR ONE (1) LOT SUPPLY OF VARIOUS OFFICE FURNITURE (CABINETS, SHELVES, CHAIRS AND TABLES) UNDER PR NO. AMD-2505-003 AND ITB NO. 2505-036-04** is hereby awarded to you at a price equivalent to **TWO MILLION FOUR HUNDRED EIGHTY EIGHT THOUSAND PESOS (₱2,488,000.00) ONLY.**

You are therefore required within ten (10) calendar days from receipt of this Notice of Award to formally enter into contract with LRTA and to submit the Performance Security in the form and amount stipulated in the Instructions to Bidders. Failure to enter into said contract or post the required Performance Security shall constitute a sufficient ground for the cancellation of this award and forfeiture of your Bid Security.

Very truly yours,

Atty. HERNANDO T. CABRERA
Administrator

PO # 2025-11-0163
Nov 18, 2025

Conforme:

Ms. GEMMA T. PENITON
SUNTAWOOD HOME AND OFFICE, INC.
Date: 11-13-25

PURCHASE ORDER

LIGHT RAIL TRANSIT AUTHORITY

Line 2 Depot, Marcos Highway, Santolan Pasig City

Agency

Supplier:	**SUNTAWOOD HOME AND OFFICE, INC.**	P.O. No.:	**2025-11-0163**
Address :	Lot 7 Blk 1 Zabarte Road, Ma. Luisa Sibd., Brgy, 177, Camarin, Caloocan City	Date:	18-Nov-25
TIN:		P.R. No.:	**AMD-2505-003**
Mode of Procurement:	"Public Bidding"	Date:	2-May-25

Gentlemen:

Please furnish this Office the following articles subject to the terms and conditions contained herein as well as those provided in the following : (a) The bid form and the Price Schedule Submitted by the Bidder : (b) The Schedule of Requirements : (c) The Technical Specifications; (d) The General Conditions of the Contract; (e) The Special Conditions of the Contract; and (f) The Entity's Notification of Award.

Place of Delivery: LINE 2 DEPOT, SANTOLAN, PASIG CITY
Delivery Term : 15 calendar days URPO

Payment Terms : Government Terms consistent with the pertinent provisions of RA 9184 and related issuances

Stock Number	Unit	Description	Quantity	Unit Cost	Amount
	1	**Various Office Furniture (Cabinets, Shelves, Chairs and Tables)**	lot	₱ 2,488,000.00	₱ 2,488,000.00
		(26 pcs.) Cabinet, Mobile, Three (3) Drawers Technical Specifications: Brand new Type: 3-Layer Drawer Mobile Pedestal with wheels Minimum Overall Dimension: H=24 inches; L=15 inches; W=21 inches No. of Drawers: three (3) Type of Material: Metal (powder-coated oven baked finished with a minimum gauge of 20 to 22) Color: White, Beige, or Gray Features: * 2 small & 1 File Drawer With pencil tray and file divider * centralize lock system secures all drawers with 1 key			(87,360.00)
		(32 pcs.) Cabinet, Vertical Filing (4 Drawers) Technical Specifications: Brand new Minimum Overall Dimension: H=50 inches; L=23 inches; W=16 inches No. of Drawers: four (4) File Cabinet Type: Lateral Document Size Accommodation: Legal/Letter Type of Material: Metal (powder-coated oven baked finished with a minimum gauge of 20 to 22) Color: White or Beige Features: *central locking system secures all drawers with one key (two keys included) *Built-in drawer interlock system prevents more than one drawer from opening at a time, reducing the chance of cabinet tip over *Adjustable leg levelers keep cabinets level in any environment			(199,768.00)
		(63 pcs.) Cabinet, Lateral Steel Filing (4 Drawers) Technical Specifications: Brand new Minimum Overall Dimension: H=50 inches; L=30 inches; W=18 inches No. of Drawers: four (4) File Cabinet Type: Lateral Document Size Accommodation: Legal/Letter Type of Material: Metal (powder-coated oven baked finished with a minimum gauge of 20 to 22) Color: White or Beige Features: *central locking system secures all drawers with one key (two keys included) *Built-in drawer interlock system prevents more than one drawer from opening at a time, reducing the chance of cabinet tip over *Adjustable leg levelers keep cabinets level in any environment			(628,242.30)
		(4 pcs.) Cabinet, Steel Locker, 4-Doors Technical Specifications: Brand new Type: Solid Plain Minimum Dimension: H=70 inches; L=34 inches; W=17 inches			(58,000.00)

COMMISSION ON AUDIT
Light Rail Transit Authority
RECEIVED
09 DEC 2025
BY: [illegible]

PURCHASE ORDER

LIGHT RAIL TRANSIT AUTHORITY
Line 2 Depot, Marcos Highway, Santolan Pasig City
Agency

Supplier: **SUNTAWOOD HOME AND OFFICE, INC.**
Address : Lot 7 Blk 1 Zabarte Road, Ma. Luisa Sibd., Brgy. 177, Camarin, Caloocan City
TIN:
Mode of Procurement: "Public Bidding"

P.O. No.: **2025-11-0163**
Date: 18-Nov-25
P.R. No.: **AMD-2505-003**
Date: 2-May-25

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Delivery Term : 15 calendar days URPO
Payment Terms : Government Terms consistent with the pertinent provisions of RA 9184 and related issuances

Stock Number	Unit	Description	Quantity	Unit Cost	Amount
		No. of compartments: four (4) Locking Style: Padlock Type of Material: Metal (powder-coated oven baked finished with a minimum gauge of 20 to 22) Color: Dark Gray or Charcoal features: *locker compartments with wall and/or ceiling hook/hanger			
		(34 pcs.) Shelves, Steel Adjustable, Open Type (4 Layers) Technical Specifications: Brand new Type: Solid Plain Overall Dimensions (at least): H=72 inches, L=35 inches, W=15 inches No. of Layers: four (4) No. of Decks/Shelves: five (5) Type of Material: Steel Color: Dark Gray or Charcoal			(299,200.00)
		(20 pcs.) Chair, Supervisory with Armrest (Gaslift / Reclinable) Technical Specifications: Brand new Type: Clerical Chair, foam padded seat and backrest *Mid Back Material : Fabric with Tilting Mechanism Arm Style: Yes Base Style: Starbase PVC or Nylon Caster: Nylon, with Wheels Color: Black Features: *Pneumatic Seat-Height Adjustment, Gaslift, Swivel 360 Degrees Revolving Base			(112,000.00)
		(148 pcs.) Chair, Clerical (swivel, with back rest and arm rest, with roller - black or gray in color) Technical Specifications: Brand new Type: Mesh Backrest and foam padded seat fabric upholstered Type of Material: Fabric Base Style: Starbase PVC or Nylon Caster: Nylon, with Wheels Color: Black Features: *Pneumatic Seat-Height Adjustment, Gaslift, 360 Degrees Revolving Base			(378,880.00)
		(1 pc.) Chair, Managerial, Highback with Armrest Technical Specifications: Brand new Type: Executive Highback Chair Type of Material: Leather, foam padded seat and backrest Arm Style: Fixed Frame Material: Steel Starbase: Steel/Chrome with wheels, gaslift Color: Black			(7,999.70)

PURCHASE ORDER

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TIN:
Mode of Procurement: "Public Bidding"

P.O. No.: **2025-11-0163**
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P.R. No.: **AMD-2505-003**
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Stock Number	Unit	Description	Quantity	Unit Cost	Amount
		Features: Pneumatic Seat-Height Adjustment, 360 Degrees Swivel, Tilt, Tilt Tension and Tilt Lock			
		(60 pcs.) Chair, Tellers / High /Bar Stool (swivel, with back rest, and foot rest - black or gray in color without wheel/roller) Technical Specifications: Brand new Type: Height Chair, foam padded seat and backrest Type of Material: Leatherette Base Style: Five (5) Starbase Nylon with Chrome Foot Ring/Rest Arm Rest: None Caster / Wheels: None Color: Black Features: *Pneumatic Seat-Height Adjustment, Gaslift			(196,800.00)
		(10 pcs.) Chair, High (Tellers Chair) Technical Specifications: Brand new Type: Clerical Chair, foam padded seat and backrest Type of Material: Leatherette Base Style: Five (5) Starbase Nylon with Chrome Foot Ring (Adjustable) Arm Rest: Yes Caster: Nylon, with dual Caster Wheels Color: Black Features: * Pneumatic Seat-Height Adjustment, Gaslift			(54,400.00)
		(2 pcs.) Chair, Gang with Backrest, Four (4) Seaters, Stainless Steel Technical Specifications: Brand new Type: Four (4) Seater Arm Style: None Frame Material: Steel, Chrome Seat and Backrest: Foam Padded Color: Black or Gray/Silver			(19,850.00)
		(81 pcs.) Table, Office Table, Melanine Laminated Finish with Management Wire Holes Technical Specifications: Brand new Type: Free Standing Wooden Laminated Table Top, Steel Legs, with Modesty Panel Dimensions: 47 x 24 x 28 inches Material: MFC laminated board on top with Built in cable management holes *Any brown wood grain pattern such as oak, walnut, cherry etc…			(445,500.00)
		Warranty Package : Minimum of six (6) months warranty on parts and services upon acceptance			

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Line 2 Depot, Marcos Highway, Santolan Pasig City

Agency

Supplier:	**SUNTAWOOD HOME AND OFFICE, INC.**	P.O. No.:	**2025-11-0163**
Address :	Lot 7 Blk 1 Zabarte Road, Ma. Luisa Sibd., Brgy, 177, Camarin, Caloocan City	Date:	18-Nov-25
TIN:		P.R. No.:	**AMD-2505-003**
Mode of Procurement:	"Public Bidding"	Date:	2-May-25

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Delivery Term :	15 calendar days URPO
Payment Terms :	Government Terms consistent with the pertinent provisions of RA 9184 and related issuances

Stock Number	Unit	Description	Quantity	Unit Cost	Amount
		Note: **1.)** Refer to Section 39.1 Performance Security Requirement of IRR-A of R.A. 9184. Failure to post the necessary Performance Bond w/in the prescribed period will result to the automatic cancellation of this P.O. **2.)** Warranty Security shall likewise be posted for the duration of the above mentioned warranty period to be made effective after final acceptance thereof. The obligation for the warranty shall be covered by either retention money in an amount equivalent to at least one percent (1%) of every progress payment, or a special bank guarantee to at least one percent (1%) of the total contract price. **3.)** Submit Certificate of Country of Origin upon Delivery (if Applicable) **4.)** Notify the Procurement Division in writing at least two (2) working days before the intended date of delivery.			

CERTIFICATE OF BUDGET AVAILABILITY
AMOUNT: ₱ 2,488,000.00
ACCOUNT: 5-02-03-990
B.C. NO.: BOOT-2025-11-24-108 PO

DOMINICK D. CORNELIO
Manager, Budget Division

CHARGED TO CORPORATE FUNDS

Total Amount in Words: **Two Million Four Hundred Eighty-Eight Thousand Pesos Only** — ₱ **2,488,000.00**

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.

Very truly yours,

Conforme:

GEMMA T. PANTAO
Signature over Printed Name of Supplier

11-24-25
Date

ATTY. HERNANDO T. CABRERA
Administrator
Authorized Official

Funds Available:

Mr. DOMINICK D. CORNELIO
Manager, Budgeting and Financial Planning Division
Chief Budget Officer

Edcn / ehm
Nov. 24, 25 1:30

LIGHT RAIL TRANSIT AUTHORITY

BAGONG PILIPINAS

November 18, 2025

To : **Ms. GEMMA T. PENITON**
Corporate Secretary
SUNTAWOOD HOME AND OFFICE, INC.
Lot 7 Blk 1 Zabarte Road, Ma. Luisa Subd.,
Brgy, 177, Camarin, Caloocan City

NOTICE TO PROCEED

In connection with the Procurement of the **CONTRACT FOR THE ONE (1) LOT SUPPLY OF VARIOUS OFFICE FURNITURE (Cabinets, Shelves, Chairs and Tables)** under **PR # AMD-2505-003 / ITB # 2505-036-04** you are hereby directed to immediately comply with your obligations as stipulated in the Contract / Purchase Order (P.O.) on or before One (1) month from receipt thereof.

Very truly yours,

ATTY. HERNANDO T. CABRERA
Administrator

Received By : GEMMA T. PENITON
Signature over printed name

Date : 11-24-25