



**PURCHASE ORDER**  
**DSWD MIMAROPA Region**  
 Entity Name

Supplier : **MOSTACO MARKETING** P.O. No. : **2022-07-0518**  
 Address : **68A Lalaine Bennet St. BF Resort Village, Las Piñas City** Date : **July 4, 2022**  
 TIN : Mode of Procurement : **SHOPPING-B**

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

Place of Delivery : **SWAD Oriental Mindoro (2F RKT Bldg. J.P. Rizal cor. Bayabas St., Lubad, Cagayan City, Oriental Mindoro)** Delivery Term : **Full Term**  
 Date of Delivery : **Thirty (30) days upon receipt of approved Purchase Order (P.O)** Payment Term : **15-30 days upon final inspection**

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	piece	LONG FOLDER, White (Advance)	300	6.00	1,800.00
2	piece	SHORT FOLDER, White (Advance)	32	5.00	160.00
3	piece	EXPANDED GREEN FOLDER, Long (PB Local Green)	80	15.00	1,200.00
4	piece	EXPANDED BLUE FODER, Long (PB US Blue)	35	29.00	1,015.00
5	piece	BROWN LONG ENVELOPE (Advance)	250	2.00	500.00
6	piece	BROWN SHORT ENVELOPE (Advance)	50	1.50	75.00
7	piece	CORRECTION TAPE, 6meters min., 1 piece in individual plastic (Prevalled 8m)	60	20.00	1,200.00
8	piece	ULTRA FINE GEL PEN, 0.5, Black (P537 Gel 0.5)	80	15.00	1,200.00
9	piece	ULTRA FINE GEL PEN, 0.5, Blue (P537 Gel 0.5)	10	15.00	150.00
10	box	BALLPOINT PEN, Fine Point, Black, 12pcs/box (HBW 12's)	15	39.00	585.00
11	piece	STICKY NOTE PAD, 3" x 3", 100 sheets per pad	40	17.00	680.00
12	piece	STICKY FLAG PAGE MARKER, 1/2 in 1 1/4in, assorted (3M)	30	293.00	8,790.00
13	box	PLASTIC FASTENER, #4, 50 pcs per box	20	29.00	580.00
14	box	FILE STORAGE BOX, Magazine Holder	30	85.00	2,550.00
15	bottle	EPSON INK L5190, Black	3	245.00	735.00
16	bottle	EPSON INK 003, Black	5	245.00	1,225.00
17	bottle	EPSON INK 003, Magenta	3	245.00	735.00
18	bottle	EPSON INK 003, Cyan	3	245.00	735.00
19	bottle	EPSON INK 003, Yellow	3	245.00	735.00
20	bottle	EPSON INK T664, Black	12	245.00	2,940.00
21	bottle	EPSON INK T664, Magenta	5	245.00	1,225.00
22	bottle	EPSON INK T664, Cyan	5	245.00	1,225.00
23	bottle	EPSON INK T664, Yellow	5	245.00	1,225.00
24	box	PENCIL, Lead with eraser, one dozen per box	8	42.00	336.00
25	piece	HIGHLIGHTER PEN, Assorted colors	70	39.00	2,730.00
26	box	PAPER CLIP, Small	22	10.00	220.00
27	box	PAPER CLIP, Big	22	21.00	462.00
28	box	BINDER CLIP, Small	10	19.00	190.00
29	box	BINDER CLIP, Big	20	60.00	1,200.00
30	piece	GLUE, All purpose, 130 grams (Elmer's)	10	52.00	520.00
31	ream	COPY PAPER, Letter (A+ Advance 80gsm)	5	212.00	1,060.00
32	ream	COPY PAPER, A4 (A+ Advance 80gsm)	100	220.00	22,000.00
33	ream	COPY PAPER, Legal (A+ Advance 80gsm)	40	249.00	9,960.00
34	box	STAPLER, Heavy Duty No. 35	2	94.00	188.00
35	piece	STAPLE WIRE REMOVER, Scissor type	2	52.00	104.00

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(Total Amount in Words) **SUB-TOTAL 1** **70,235.00**

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 on the undelivered item/s.

Conforme:

**JOUER VELINA**  
**SOLE PROPRIETOR**

Signature over Printed Name of Supplier

Date **8/01/2022**

Very truly yours,

**LEONARDO C. REYNOSO, CESO III**

Signature over Printed Name of Authorized Official  
**Regional Director**

Fund Cluster : **101**  
 Funds Available : **₱79,957.00**

**DAMIEN T. GALAN**

Signature over Printed Name of **AO IV/OIC** Head, Accounting Section

ORS/BURS No. : **2022-07-2982**  
 Date of the ORS/BURS: **7/7/2022**  
 Amount : **₱79,957.00**



**PURCHASE ORDER**  
**DSWD MIMAROPA Region**  
 Entity Name

Supplier : **MOSTACO MARKETING** P.O. No. : **2022-07-0518**  
 Address : **68A Lalaine Bennet St. BF Resort Village, Las Piñas City** Date : **July 4, 2022**  
 TIN : Mode of Procurement : **SHOPPING-B**

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

Place of Delivery : SWAD Oriental Mindoro (2F RKT Bldg. J.P. Rizal cor. Bayabas St. Lalud, Calapan City, Oriental Mindoro) Delivery Term : **Full Term**  
 Date of Delivery : **Thirty (30) days upon receipt of approved Purchase Order (P.O)** Payment Term : **15-30 days upon final inspection**

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
36	piece	ERASER, Non-dust (Faber Castell 1871-20)	20	30.00	600.00
37	box	STAPLE WIRE, No. 35	25	29.00	725.00
38	piece	CALCULATOR (Casio 12 digits)	1	351.00	351.00
39	piece	TAPE, Transparent, 24mm, 50 meters (Excel)	20	15.00	300.00
40	piece	TAPE, Transparent, 48mm, 50 meters (Excel)	30	24.00	720.00
41	piece	TAPE, Packaging, 48mm, 50 meters (Excel)	10	24.00	240.00
42	piece	PERMANENT MARKER, Broad, Black	12	10.00	120.00
43	piece	PERMANENT MARKER, Broad, Blue	12	10.00	120.00
44	piece	PLASTIC OFFICE STORAGE BOX, 87 Liters	6	910.00	5,460.00
45	piece	WHITE BOARD MARKER INK REFILL	1	124.00	124.00
46	piece	SCISSOR, Heavy Duty, Big	5	28.00	140.00
47	piece	RECORD BOOK (Official 500 pages)	1	175.00	175.00
48	piece	RULER (Plastic 12 inches)	1	5.00	5.00
49	piece	TAPE DISPENSER (Big)	1	94.00	94.00
50	piece	PUNCHER	2	121.00	242.00
51	piece	FLASH DRIVE, 32GB (Sandisk 3.0)	1	306.00	306.00

>>>> NOTHING FOLLOWS <<<<<

SUB-TOTAL 2 **9,722.00**

SUB-TOTAL 1 **70,235.00**  
 SUB-TOTAL 2 **9,722.00**

TOTAL AMOUNT **79,957.00**

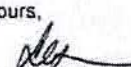
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Approved Budget for the Contract: Php90,001.00  
 PR No.: 2022-06-0596  
 Purpose: Purchase of Office Supplies for the use of SLP PDO's  
 in Oriental Mindoro for the 3rd Quarter of Cy-2022  
 Prepared by: Dave T. Corcoro

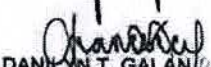
(Total Amount in Words) **Seventy-Nine Thousand Nine Hundred Fifty-Seven Pesos Only** **79,957.00**

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 on the undelivered item/s.

Conforme:  
  
**JOJIE R. VELINA**  
**SOLE PROPRIETOR**  
 Signature over Printed Name of Supplier

Very truly yours,  
  
**LEONARDO C. REYNOSO, CESO III**  
 Signature over Printed Name of Authorized Official  
**Regional Director**

Date **8/01/2022**

Fund Cluster : **101**  
 Funds Available : **₱79,957.00**  
  
**DANIELYN T. GALAN**  
 Signature over Printed Name of AO IVI OIC - Head, Accounting Section

ORS/BURS No. : \_\_\_\_\_  
 Date of the ORS/BURS: \_\_\_\_\_  
 Amount : \_\_\_\_\_

Bids and Awards Committee

## NOTICE OF AWARD

July 4, 2022

**MS. JOJIE R. VELINA**  
Proprietor  
MOSTACO MARKETING  
68A Lalaine Bennet St. BF Resort Village  
Las Piñas City


Dear **Ms. Velina**:

We are pleased to inform you that the RFQ No. 2022-06-0596 for the "Purchase of Office Supplies for the use of SLP PDO's in Oriental Mindoro for the 3<sup>rd</sup> Quarter of CY-2022" is hereby awarded to you as the Bidder with the Lowest Calculated Responsive Bid at a Contract Price equivalent to Seventy-Nine Thousand Nine Hundred Fifty-Seven Pesos Only (Php 79,957.00).

You are therefore required to comply with the Terms and Conditions stated in the PO No. 2022-07-0518 from the receipt of this Notice of Award.

Please signify your conformity by signing below and transmitting a signed copy to us.

Very truly yours,

  
**LEONARDO C. REYNOSO, CESO III**  
Regional Director  
Head of the Procuring Entity

Conforme:

  
**JOJIE R. VELINA**  
SOLE PROPRIETOR

(Signature over Printed Name of Bidder's Authorized Representative)

**MOSTACO MARKETING**

Date: 8/01/2022