



PURCHASE ORDER
DSWD MIMAROPA Region
 Entity Name

Supplier : **MOSTACO MARKETING** P.O. No. : 2022-07-0532
 Address : **68A Lalaine Bennet St., BF Resort Village, Las Pinas City** Date : July 11, 2022
 TIN : Mode of Procurement : **SHOPPING B**

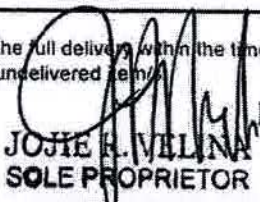
Gentlemen:
 Please furnish this Office the following articles subject to the terms and conditions contained herein:


Place of Delivery : **SWAD Marinduque Office (Capitol Compound, Brgy. Bangbangalon, Boac, Marinduque)** Delivery Term : **Full Term**
 Date of Delivery : **Fifteen (15) 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	ream	PAPER, Multi-purpose (COPY), A4, 80gsm (A+ Advance 80gsm)	210	237.00	49,770.00
2	ream	PAPER, Multi-purpose (COPY), Legal, 80gsm (A+ Advance 80gsm)	80	268.00	21,440.00
3	piece	GEL PEN, Black, 0.5mm (P537 0.5 Gel)	120	15.00	1,800.00
4	piece	GEL PEN, Blue, 0.5mm (P537 0.5 Gel)	120	15.00	1,800.00
5	box	PENCIL, No. 2, 12 pcs per box (Boss)	8	45.00	360.00
6	piece	CORRECTION TAPE, 6 meters (min). (Prevalled)	100	21.00	2,100.00
7	box	PAPER CLIP, Big (Rambo/Prince/UK)	6	23.00	138.00
8	box	PAPER CLIP, Small (Rambo/Prince/UK)	6	10.00	60.00
9	pad	NOTE PAD, Stick-on, 3" x 3", 100 sheets/pad (Boss/HBW/Acura)	30	19.00	570.00
10	pad	NOTE PAD, Stick-on, 3" x 4", 100 sheets/pad (Boss/HBW/Acura)	30	27.00	810.00
11	roll	TAPE, Transparent, width: 48mm (+1mm) (Excel 50m)	20	26.00	520.00
12	roll	TAPE, Packaging, width: 48mm (+1mm) (Excel 50mm)	20	26.00	520.00
13	piece	FLEXIBOX, FB-300, 67 Liters, transparent (Orocan)	20	650.00	13,000.00
14	piece	RECORD BOOK, 300 leaves (Official)	15	145.00	2,175.00
15	piece	STAPLE WIRE REMOVER, Plier type (Joy/HBW)	10	56.00	560.00
16	piece	STAPLER, Standard (Boss/Prevalled #85)	10	101.00	1,010.00
17	box	STAPLE WIRE, Standard (Boss/GT/Wells #35)	20	31.00	620.00
18	box	CLIP, Backfold, 32mm, 12 pieces per box (Boss/Diamond)	10	27.00	270.00
19	box	CLIP, Backfold, 50mm, 12 pieces per box (Boss/Diamond)	10	65.00	650.00
20	box	CARBON PAPER, 216mm x 330mm, 100 sheets/box (Officemate)	10	378.00	3,780.00
21	box	MAILING ENVELOPE, 500 pieces/box	4	336.00	1,344.00
22	piece	STAMP PAD, Blue ink, no.3 (Joy/HBW)	8	42.00	336.00
23	piece	SCISSORS, 8" (Local)	6	30.00	180.00
24	pack	INDICATOR FLAGLETS (STICKER), With "SIGN HERE" text (Joy)	20	37.00	740.00
25	piece	FLASH DRIVE, 16GB capacity (Hikvision 16GB 3.0)	4	259.00	1,036.00
26	piece	ARCH FILE FOLDER, Long, with 2 rings (Horizontal)	5	108.00	540.00
27	box	RUBBER BAND, 70mm min. lay flat length (#18) (Tiger Flat 350g)	10	149.00	1,490.00
28	piece	HIGHLIGHTER PEN, Pastel color (Dell)	25	21.00	525.00
29	piece	MARKER, Permanent, bullet type, black (HBW)	25	13.00	325.00
30	piece	EXPANDED FOLDER, Long (PB Local Green)	60	16.00	960.00
31	piece	EXPANDED ENVELOPE, Long, brown (Kraft Long w/Garter)	50	16.00	800.00
32	piece	RULER, Plastic, 12 inch, clear (Orion/UK)	5	5.00	25.00
33	piece	WHITEBOARD ERASER (Joy/HBW/UK)	2	17.00	34.00
34	piece	FILE BOX, 15" x 9.5" x 4.5" (Magazine Box)	8	91.00	728.00
35	piece	PUNCHER, Two-hole, heavy duty (Boss/Prevalled)	3	166.00	498.00
36	piece	FINGER WET SPONGE CUP MOISTURIZER/ FINGER MOISTENER FOR MONEY (Joy/HBW/UK)	5	38.00	190.00
37	piece	PLASTIC ENVELOPE, Expanding, with handle (Keats G8)	10	53.00	530.00
		NOTHING FOLLOWS			
		Approved Budget for the Contract: Php126,645.00 PR No.: 2022-06-0643 Purpose: Purchase of Office Supplies for the use of CIS-PSP-AICS Staff in SWAD Marinduque for the 3rd Quarter of CY-2022 Prepared by: Dave T. Corcoro			112,234.00

(Total Amount in Words) **One Hundred Twelve Thousand Two Hundred Thirty-Four Pesos Only** **112,234.00**

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 items.

Conforme: 
JOJIE R. 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 Regional Director

Fund Cluster : 1
 Funds Available : 
DANILYN T. GALAN
 Signature over Printed Name of AO IV/ OIC - Head, Accounting Section

ORS/BURS No. : 02-1000-20-07-3193
 Date of the ORS/BURS: July 17, 2022
 Amount : Php 12,234.00

Bids and Awards Committee

NOTICE OF AWARD

July 11, 2022

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

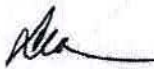
Dear Ms. Velina:

We are pleased to inform you that the RFQ No. 2022-06-0643 for the "Purchase of Office Supplies for the use of CIS PSP-AICS in SWAD Marinduque for 3rd Quarter of CY-2022" is hereby awarded to you as the Bidder with the Lowest Calculated Responsive Bid at a Contract Price equivalent to One Hundred Twelve Thousand Two Hundred Thirty-Four Pesos Only (Php 112,234.00).

You are therefore required to comply with the Terms and Conditions stated in PO No. 2022-07-0532 from this Notice of Award receipt.

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: 8/6/2022