



**PURCHASE ORDER
DSWD FO MIMAROPA
Entity Name**

Supplier : MOSTACO MARKETING	P.O. No. : 2022-06-0071
Address : 68A LALAIN BENNET ST. BF RESORT VILLAGE LAS PINAS CITY	Date : June 28, 2022
TIN: 915-524-116-000	Mode of Procurement : SHOPPING B

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

Place of Delivery : DSWD MIMAROPA, 1680 F.T. Benitez corner Malvar Sts., Malate, Manila	Delivery Term : FOB Destination
Date of Delivery : 5 days upon receipt of approved P.O	Payment Term : Government Procedure

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	box	BALL POINT PEN, Black, 0.5mm, 50s/box	10	175.00	1,750.00
2	box	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip, (atleast 12 pieces per box)	26	773.00	20,098.00
3	box	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip (atleast 12 pieces per box)	10	773.00	7,730.00
4	box	MARKER PEN, Permanent, Black (at least 12 pieces per box)	10	152.00	1,520.00
5	box	MARKER PEN, Permanent, Red (at least 12 pieces per box)	10	152.00	1,520.00
6	pieces	CORRECTION TAPE, Disposable, Gear Type, Single Line Tape, 8 meters (min), 5mm width,	39	21.00	819.00
7	pieces	Highlighter Marker pen (assorted colors)	26	14.00	364.00
8	pieces	STAPLE REMOVER, plier type	13	56.00	728.00
9	pieces	Stapler with remover, Size 26/6 (No.35),	13	101.00	1,313.00
10	box	Staple Wire no. 35	52	31.00	1,612.00
11	box	Paper Fastener, Plastic, Standard Size	5	38.00	190.00
12	ream	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm (Legal)	52	268.00	13,936.00
13	reams	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm (A4)	26	237.00	6,162.00
14	pieces	White File Folder, Short size	400	5.00	2,000.00
15	pieces	White File Folder, Long size	600	6.00	3,600.00
16	piece	Expandable Folder, 9.5 inches x 13.5 inches, Red or Blue color, green color only	200	16.00	3,200.00
17	pieces	ENVELOPE, Expanding, legal, 380MM x 250 mm, with string and eyelet or elastic strap,	100	16.00	1,600.00
18	pieces	Brown Envelope, Long Size	150	2.25	337.50
19	pieces	Brown Envelope, Short Size	150	1.50	225.00
20	box	Paper clips, vinyl regular size 50mm	26	23.00	598.00
21	pcs	Plastic envelop with handle, expanding, legal size, push lock, transparent	30	53.00	1,590.00
22	pack	Sign Here sticky notes, one pack has 5 colors approx 100pcs per pack, neon translucent type sticky note signs	39	91.00	3,549.00
23	piece	Sticky Notes, 3x3 size, 100 sheets, assorted colors	78	19.00	1,482.00
24	piece	Magazine File Box, Carboard material, Dimension: 15.5 x 4.5 x 9.5, green color only	20	91.00	1,820.00
25	piece	Throw Dat of the SWO II customized name	2	1,120.00	2,240.00
26	pack	Parchment Paper, A4 size, 10 sheets per pack, 90 gsm	50	34.00	1,700.00
27	piece	Calculator Office, Big 12-Digit Display	5	378.00	1,890.00
28	piece	Flexi-Box, 67 liters, with wheels and lock handle side	2	650.00	1,300.00
*** Nothing Follows *** *** page 1 of 1 ***					
Date of Delivery: 5 days upon receipt of the approved PO Place of Delivery: DSWD MIMAROPA OFFICE, MALATE MANILA Contact Person: Jessica Batan					
Purchase of KBB - BP2P Office Supplies for KC-NCDDP Regional Program Management Team use *** Approved Budget Cost: Php 112,810.00 ***					
Prepared by: Jayson B. Lagarde					84,873.50

**COMMISSION ON AUDIT
RECEIVED BY: *[Signature]*
DATE: 18 JUN 2022**

(Total Amount in Words) **Eighty Four Thousand Eight Hundred Seventy Three Pesos and 50/100 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 on the undelivered item/s.

Conforme:

Signature over Printed Name of Supplier

Date

Very truly yours
[Signature]
LEONARDO C. REYNOSO
L. _____ **CSO III**
Signature over Printed Name of Authorized Official
Regional Director *[Signature]*
Designation

Fund Cluster : 102
Funds Available : ₱ 84,873.50
DANILYN T. GALAN
Administrative Officer IV-OIC Head Accounting Section

ORS/BURS No. : 62-162151-2022-06-920
Date of the ORS/BURS: 28 June 2022
Amount : ₱ 84,873.50

NOTICE OF AWARD

June 28, 2022

JOJIE R. VELINA
Proprietor
Mostaco Marketing
68A Lalaine Bennet St. BF Resort Village
Las Pinas City

Dear **Ms. Velina:**

We are pleased to inform you that the RFQ No. 2022-06-0145 for "**Purchase of KBB - BP2P Office Supplies for KC-NCDDP Regional Program Management Team use.**" is hereby awarded to you as the Bidder with the Lowest Calculated Responsive Bid at a Contract Price equivalent to **Eighty Four Thousand Eight Hundred Seventy Three Pesos and 50/100 Only (Php 84, 873.50).**

You are therefore required to comply with the Terms and Conditions stated in the PO No.2022-06-0071 from the receipt of this Notice of Award.

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

Mostaco

Very truly yours,


LEONARDO C. REYNOSO

Regional Director
Head of the Procuring Entity

CESO III



Conforme:

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

MOSTACO MARKETING

Date : _____