

March 7, 2023

MS. JOJIE R. VELINA

Proprietor

MOSTACO MARKETING

68 A Lalaine Bennet St. BF Resort Village, Las Pinas City

Dear **Ms. Velina:**

We are pleased to inform you that the RFQ No. 2023-02-0182 for "Supply and Delivery of Office Supplies in Coron, Palawan" is hereby awarded to you as the Bidder with the Lowest Calculated Responsive Bid at a Contract Price equivalent to **Fifty Five Thousand Five Hundred Sixty Two Pesos Only (Php55,562.00)**.

You are therefore required to comply with the Terms and Conditions stated in the PO No.2023-03-0178 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 *LR*

Regional Director

Head of the Procuring Entity


BENJIE B. GONZALES

Officer-in-Charge

Conforme:

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

MOSTACO MARKETING

Date: _____



PURCHASE ORDER
DSWD MIMAROPA Region
Entity Name

Supplier : MOSTACO MARKETING	P.O. No. 2023-03-0178
Address : <u>68 A Lalaine Bennet St. BF Resort Village, Las Pinas City</u>	Date : March 7, 2023
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 : <u>DSWD Pantawid Office, 3rd Floor, Municipal Building, Brgy. Poblacion II, Coron, Palawan</u>	Delivery Term : <u>FOB Destination</u>
Date of Delivery : <u>Fifteen (15) Calendar Days after receipt of Approved Purchase Order</u>	Payment Term : <u>15-30 days upon final inspection</u>

STOCK Property No.	Unit	Description	Quantity	Unit Cost	Amount
Supply and Delivery of Office Supplies in Coron, Palawan					
1	piece	Ballpoint Pen, Retractable, Fine Point, 0.5 Black - COMPLY, HBW Matrix	90	6.00	540.00
2	pad	Civil Service Form No. 48 (Daily Time Record), 100 Sheets Per Pad - COMPLY-DTR 48 FOR BUNDY CLOCK	6	98.00	588.00
3	ream	Colored Paper, A4 Pink, 500's - COMPLY-NAPCO/MORE 80GSM	2	503.00	1,006.00
4	piece	Correction Tape, 10M, 1 Piece In Individual Plastic - COMPLY, JOY	35	31.00	1,085.00
5	piece	Envelope, Expanding, Kraftboard, For Legal Size Doc - COMPLY-KRAFT W/ GARTER	100	16.00	1,600.00
6	box	Fastener, Plastic, 70Mm Between Prongs, 50 Sets Per Box - COMPLY-TIGER	6	49.00	294.00
7	piece	Folder, With Tab, Legal, 1 Pack (100 Pieces Per Pack), White - COMPLY-SYSTEM LOCAL WHITE	250	7.00	1,750.00
8	bottle	Glue, All Purpose, Gross Weight: 250 Grams Min - COMPLY-JOY 250GRAMS	1	96.00	96.00
9	piece	Marker, Permanent, Bullet Type, Black Refillable - COMPLY-PILOT	6	42.00	252.00
10	ream	Paper, Multi-Purpose (Copy) Legal, 70Gsm, 216Mmx330Mm - COMPLY-CROCO 70GSM	95	252.00	23,940.00
11	ream	Paper, Multi-Purpose A4, 70Gsm, 210Mmx297Mm - COMPLY-CROCO 70GSM	105	223.00	23,415.00
12	piece	Puncher, Paper, Heavy Duty, With Two Hole Guide, 1 Piece In Individual Box - COMPLY-BOSS/PREVAILED	2	150.00	300.00
13	piece	Staple Remover, Plier-Type - COMPLY-JOY/HBW/UK	1	61.00	61.00
14	box	Staple Wire #35 - COMPLY-BOSS/GT/WELLS	9	31.00	279.00
15	roll	Tape, Packaging, Width: 48Mm (±1Mm) - COMPLY-EXCEL 50METERS	10	26.00	260.00
16	roll	Tape, Transparent, Width: 24Mm (±1Mm) - COMPLY-EXCEL 50METERS	6	16.00	96.00
*****NOTHING FOLLOWS*****					
page 1 of 1					
Approved Budget for the Contract: Php60,706.00 PR No. 2023-02-0182					
Purpose: Supply and Delivery of Office Supplies in Coron, Palawan Prepared by: Emma Joy C. Nolasco					

(Total Amount in Words)	Fifty Five Thousand Five Hundred Sixty Two Pesos Only	55,562.00
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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: _____ Very truly yours,
Signature over Printed Name of Supplier

LEONARDO C. REYNOSO, CESO III
Signature over Printed Name of Authorized Official
Regional Director
Benjie B. Gonzales
Officer-in-Charge

Date _____

Fund Cluster : 01-101 Funds Available : 55,562.00 Signature over Printed Name of Accountant III / Section Head, Accounting Section DANILYN T. GALAN	ORS/BURS No. : <u>2023-02-6921</u> Date of the ORS/BURS: <u>7/16</u> Amount : 55,562.00
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