

NOTICE OF AWARD

Date: 03 MAY 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. 2023-03-0562 for "Supply and Delivery of Office Supplies for 1st Semester for Pantawid Provincial Operation Office in Marinduque " is hereby awarded to you as the Bidder with the Lowest Calculated Responsive Bid at a Contract Price equivalent to **One Hundred Ninety Four Thousand Four Hundred Twenty Eight Pesos Only (Php194,428.00).**

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:

(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. 2023-05-0467
Address : 68 A. Lalaine Bennet St., BF Resort Village, Las Pinas City	Date : May 9, 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 : Pantawid Provincial Operation Office, T. Del Mundo St., Brgy. Malusak, Boac, Marinduque	Delivery Term : FOB Destination
Date of Delivery : Fifteen (15) Calendar Days after receipt of Approved Purchase Order	Payment Term : 15-30 days upon final inspection

STOCK Property No.	Unit	Description	Quantity	Unit Cost	Amount
Supply and Delivery of Office Supplies for Marinduque (1st Semester, 2023)					
1	piece	Ballpen Retractable (Black) 0.5 Mm Needle Point, Super Smooth Ink, Smudge Free, Fast Drying Ink, Long Lasting Ink - HBW OG-5	7	6.00	42.00
2	piece	Ballpen Retractable (Blue) 0.5 Mm Needle Point, Super Smooth Ink, Smudge Free, Fast Drying Ink, Long Lasting Ink - HBW OG-5	22	6.00	132.00
3	pack	Battery, Dry Cell, Aa, 2 Pieces Per Blister Pack - MAXELL 2S	20	28.00	560.00
4	pack	Battery, Dry Cell, Aaa, 2 Pieces Per Blister Pack - MAXELL 2S	4	35.00	140.00
5	piece	Calculator, Compact, Electronic, 12 Digits Cap, 1 Unit In Individual Box - CASIO	8	385.00	3,080.00
6	pack	Cartolina, Assorted Colors, 20 Pieces Per Pack - CARTOLINA ASSTD, 20s	4	154.00	616.00
7	piece	Certificate Holder, A4 Size - ADVENTURE/ GOLDWINGS	55	49.00	2,695.00
8	piece	Clearbook, A4 Size - SPIRAL A4	12	35.00	420.00
9	box	Clip, Backfold, 19Mm, 12 Pieces Per Box - BOSS/DIAMOND	9	16.00	144.00
10	box	Clip, Backfold, 25Mm, 12 Pieces Per Box - BOSS/DIAMOND	21	21.00	441.00
11	box	Clip, Backfold, 32Mm, 12 Pieces Per Box - BOSS/DIAMOND	20	30.00	600.00
12	box	Clip, Backfold, 50Mm, 12 Pieces Per Box - BOSS/DIAMOND	20	75.00	1,500.00
13	ream	Colored Paper, A4 Size, 80 Gsm, Yellow, 500 Sheets Per Ream - NAPCO/MORE	4	496.00	1,984.00
14	piece	Correction Tape, 1 Piece In Individual Plastic - PREVAILED 8 METERS	75	21.00	1,575.00
15	piece	Cutter Knife - ORDINARY BIG	4	11.00	44.00
16	piece	Data File Box, Made Of Chipboard, With Closed Ends - MAGAZINE BOX SINGLE	76	91.00	6,916.00
17	piece	Dating And Stamping Machine - SHINY S300 SELF INKING	16	392.00	6,272.00
18	piece	Envelope, Expanding, Kraftboard, For Legal Size Doc, 100 Pieces Per Box - KRAFT W/ GARTER, 100s	5	1,540.00	7,700.00
19	box	Envelope, Mailing, With Dswd Logo, Legal, 500 Pcs/Box - MAILING LONG WITH LOGO	3	1,400.00	4,200.00
20	piece	Epson 005 (Black) - EPSON 005	73	245.00	17,885.00
21	box	Fastener, Plastic, 70Mm Between Prongs, 50 Sets Per Box - RAMBO/PRINCE/BOSS	29	34.00	986.00
22	piece	Flash Drive, 64Gb Otg - SANDISK	10	462.00	4,620.00
23	bundle	Folder, Fancy, Legal, 50 Pieces Per Bundle - MOROCCO 50s	17	525.00	8,925.00
24	bundle	Folder, L Type, Legal, 50 Pieces Per Bundle - L TYPE CLEAR, 50s	1	315.00	315.00
25	piece	Glue, All Purpose, Gross Weight: 200 Grams Min - KIPPY	14	98.00	1,372.00
26	set	Marker, Fluorescent, 3 Colors Per Set - EXCEL (GREEN/ORANGE/YELLOS)	23	42.00	966.00
27	piece	Marker, Permanent, Bullet Type, Black - HBW	14	14.00	196.00
28	piece	Marker, Permanent, Bullet Type, Blue - HBW	12	14.00	168.00
29	piece	Marker, Whiteboard, Black - EXCEL	3	18.00	54.00
30	piece	Marker, Whiteboard, Blue - EXCEL	3	18.00	54.00
31	piece	Mouse, Optical, Usb Connection Type, 1 Unit In Ind - USB M20, LENOVO	13	68.00	884.00
32	piece	Notebook, Stenographer, Spiral, 40 Leaves - VECO/ADVANCE	28	19.00	532.00
33	box	Notepad, Stick-On, 3X3, 100 Sheets Per Pad - BOSS/HBW/ACURA	74	21.00	1,554.00
				SUB-TOTAL	77,572.00

*****NOTHING FOLLOWS*****
page 1 of 2

Approved Budget for the Contract: Php214,610.00
PR No. 2023-03-0562
Purpose: Supply and Delivery of Office Supplies for Marinduque (1st Semester, 2023)
Prepared by: Emma Joy C. Nolasco

(Total Amount in Words) **One Hundred Ninety Four Thousand Four Hundred Twenty Eight Pesos Only** **194,428.00**

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: _____ Signature over Printed Name of Supplier _____ Date	Very truly yours,  LEONARDO C. REYNOSO, CESOS III Signature over Printed Name of Authorized Official Regional Director
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Fund Cluster : 01-101 Funds Available : 194,428.00  DANILYN T. GALAN Signature over Printed Name of Accountant III / Section Head, Accounting Section	ORS/BURS No. : <u>2023-05-3767</u> Date of the ORS/BURS: <u>5/10/23</u> Amount : 194,428.00
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PURCHASE ORDER
DSWD MIMAROPA Region
 Entity Name

Supplier : MOSTACO MARKETING	P.O. No. 2023-05-0467
Address : 68 A. Lalaine Bennet St., BF Resort Village, Las Pinas City	Date : May 9, 2023
TIN :	Mode of Procurement : Shopping-B

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Date of Delivery : Fifteen (15) Calendar Days after receipt of Approved Purchase Order	Payment Term : 15-30 days upon final inspection

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
34	piece	Paper Clip, Vinyl/Plastic Coat, Length: 48Mm Min - RAMBO/PRINCE	59	23.00	1,357.00
35	piece	Paper, Multicopy, 80Gsm, Size: 210Mm X 297Mm (A4) - CROCO 80GSM	214	253.00	54,142.00
36	piece	Paper, Multicopy, 80Gsm, Size: 216Mm X 330Mm (Legal) - CROCO 80GSM	125	288.00	36,000.00
37	piece	Paper, Parchment, Size: 210 X 297Mm, Multi-Purpose - VECO 80GSM	23	62.00	1,426.00
38	piece	Pencil, Lead With Eraser, 12 Dozens Per Box - #2 BOSS	5	45.00	225.00
39	piece	Plastic Envelope With Handle (Transparent) - KEATS G8	45	61.00	2,745.00
40	piece	Puncher, Paper, Heavy Duty, With Two Hole Guide, 1 Piece In Individual Box - BOSS/PREVAILED	2	150.00	300.00
41	piece	Record Book, 300 Pages, Size: 214Mm X 278Mm Min - OFFICIAL	8	150.00	1,200.00
42	box	Record Book, 500 Pages, Size: 214Mm X 278Mm Min - OFFICIAL	2	192.00	384.00
43	piece	Rubber Band, 70Mm Min Lay Flat Length (#18) - TIGER	2	149.00	298.00
44	pack	Ruler, Plastic, 450Mm (18"), Width: 38Mm Min - SMITH/UK	9	40.00	360.00
45	piece	Scissors, Symmetrical, Blade Length: 65Mm, 1 Piece In Individual Plastic - 8" BOSS/PREVAILED	6	40.00	240.00
46	piece	Sign Pen, Black, Liquid/Gel Ink, 0.5Mm Needle Tip - P537 0.5 GEL	107	20.00	2,140.00
47	piece	Sign Pen, Blue, Liquid/Gel Ink, 0.5Mm Needle Tip - P537 0.5 GEL	106	20.00	2,120.00
48	piece	Sign Pen, Red, Liquid/Gel Ink, 0.5Mm Needle Tip - P537 0.5 GEL	40	20.00	800.00
49	piece	Stamp Pad Ink, Purple Or Violet, 50ML (Min.) - HBW 60ML	6	28.00	168.00
50	piece	Stamp Pad, Felt, Bed Dimension: 60Mm X 100Mm Min - #1 JOY/HBW	6	56.00	336.00
51	piece	Staple Remover, Plier-Type - PLIER JOY/HBW/UK	10	61.00	610.00
52	box	Staple Wire, Standard - #35 BOSS/GT/WELLS	14	34.00	476.00
53	piece	Stapler, Standard Type, Load Cap: 200 Staples Min, 1 Piece In Individual Box - BOSS/PREVAILED	4	101.00	404.00
54	pack	Sticker Paper (100 Pcs/Pack) - KE GLOSSY 105 GSM 100s	4	224.00	896.00
55	piece	Table Organizer (Mesh Tray Desk Organizer 3 Tier) - 3LAYER METAL	12	492.00	5,904.00
56	piece	Tape Dispenser, Table Top - BOSS/PREVAILED	3	98.00	294.00
57	piece	Tape Double Adhesive - EXCEL 24MMX10METERS	20	21.00	420.00
58	piece	Tape, Masking, Width: 24Mm (±1Mm) - EXCEL 20 YARDS	17	31.00	527.00
59	piece	Tape, Masking, Width:48Mm (+Mm) - EXCEL 20 YARDS	16	68.00	1,088.00
60	piece	Tape, Packaging, Width: 48Mm (±1Mm) - EXCEL 50 METERS	17	26.00	442.00
61	piece	Tape, Transparent, Width: 24Mm (±1Mm) - EXCEL 50 METERS	20	16.00	320.00
62	piece	Tape, Transparent, Width: 48Mm (±1Mm) - EXCEL 50 METERS	23	26.00	598.00
63	piece	Twine, Plastic, One (1) Kilo Per Roll - 1 KILO	1	76.00	76.00
64	pack	Yellow Pad Paper 10Pad Per Pack - LOCAL 10S	2	280.00	560.00
				SUB-TOTAL	116,856.00
				SUB-TOTAL	77,572.00
*****NOTHING FOLLOWS***** page 2 of 2					
Approved Budget for the Contract: Php214,610.00 PR No. 2023-03-0562 Purpose: Supply and Delivery of Office Supplies for Marinduque (1st Semester, 2023) Prepared by: Emma Joy C. Nolasco					

(Total Amount in Words)	One Hundred Ninety Four Thousand Four Hundred Twenty Eight Pesos Only	194,428.00
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Conforme:

 Signature over Printed Name of Supplier

 Date

Very truly yours,

LEONARDO C. REYNOSO, CESO III
 Signature over Printed Name of Authorized
Regional Director

Fund Cluster : **01-101**
 Funds Available : **194,428.00**

DANILYN T. GALAN
 Signature over Printed Name of Accountant III/ Section Head, Accounting Section

ORS/BURS No. : 2023-05-2762
 Date of the ORS/BURS: 5/16/23
 Amount : **194,428.00**