

NOTICE OF AWARD

Date: 10 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. 2023-03-0561 for "Supply and Delivery of Office Supplies for 1st Semester for Pantawid Provincial Operation Office in Occidental Mindoro" is hereby awarded to you as the Bidder with the Lowest Calculated Responsive Bid at a Contract Price equivalent to **Three Hundred Eleven Thousand Five Hundred Eighty Eight Pesos Only (Php311,588.00).**

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. 2023-05-0487
Address : 68 A, Lalaine Bennet St., BF Resort Village, Las Pinas City	Date : May 16, 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>Pantawid Provincial Operation Office, 2nd Floor, E and F Building, Rizal St., Brgy. Pob VI, San Jose, Occidental Mindoro</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 for Occidental Mindoro (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	35	6.00	210.00
2	cart	Brother Ink LC3617 Black - BROTHER LC3617	16	695.00	11,120.00
3	cart	Brother Ink LC3617 Cyan - BROTHER LC3617	9	595.00	5,355.00
4	cart	Brother Ink LC3617 Magenta - BROTHER LC3617	9	595.00	5,355.00
5	cart	Brother Ink LC3617 Yellow - BROTHER LC3617	9	595.00	5,355.00
6	pack	Cartolina 20Pcs Per Pack; Assorted Colors; Size: 572mm x 724mm - CARTOLINA ASSTD. 20'S	13	154.00	2,002.00
7	piece	Certificate Holder, A4 Size: 210mm x 297mm (8.27 x 11.69) w/ 2 hangers for portrait or landscape orientations; Super Clear Transparency - ADVENTURE GOLDWINGS	25	49.00	1,225.00
8	box	Clip, Backfold, 19Mm, 12 Pieces Per Box - BOSS/DIAMOND	22	16.00	352.00
9	piece	Correction Tape, Individual Plastic, 8Mm To 10Mm In Size - PREVAILED 8 METERS	188	21.00	3,948.00
10	piece	CUTTER KNIFE, heavy duty, metal case, 18x100mm - TOLSEN 18x100mm HD Alum Body	3	70.00	210.00
11	piece	Document Brown Envelope (Kraft) - Legal, 125 Gsm, Size: 10 X 15", Kraft Corrugated, Light Brown, 100 Pieces / Box - BROWN 100'S	41	209.00	8,569.00
12	box	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc, 100 pieces per box., 8.5"x13" - KRAFT W/ GARTER 100S	6	1,540.00	9,240.00
13	box	Fastener, Plastic, 70Mm Between Prongs, 50 Set Per Box - RAMBO/RPINCE/BOSS	28	34.00	952.00
14	piece	Folder, Pressboard, Size: 240Mm X 370Mm (-5Mm) (Legal), white with green lining, 100 Pieces Per Box - VECO PB WHITE 100S	1050	23.00	24,150.00
15	piece	Folder, Tagboard, size Long, 8.5"x13", white - SYSTEM WHITE TAGBOARD	2391	7.00	16,737.00
16	jar	GLUE, all purpose, gross weight: 200 grams min - KIPPY	8	98.00	784.00
17	bottle	Ink, 003 Black (Epson) - EPSON 003	12	245.00	2,940.00
18	bottle	Ink, 003 CYAN (Epson) - EPSON 003	5	245.00	1,225.00
19	bottle	Ink, 003 Magenta (Epson) - EPSON 003	5	245.00	1,225.00
20	bottle	Ink, 003 Yellow (Epson) - EPSON 003	5	245.00	1,225.00
21	bottle	Ink, 005 Black (Epson) - EPSON 005	160	245.00	39,200.00
22	ream	Laminating Film, Folio Size: 222 x 337mm, 125mc (100Pcs Per Ream) - LCT/QUAFF 125 MICRONS	1	863.00	863.00
23	ream	Laminating Film; ID Card; 75mmx105mm, 100s - LCT/QUAFF 125 MICRONS	1	100.00	100.00
24	piece	Manila Paper - VECO/ADVANCE	177	6.00	1,062.00
25	piece	Marker Flourescent, Yellow - EXCEL	19	14.00	266.00
26	piece	Marker, Permanent Black, Bullet Type, Refillable - PILOT	75	42.00	3,150.00
*****NOTHING FOLLOWS*****					146,820.00
PAGE 1 OF 2					
Approved Budget for the Contract: Php319,780.00 PR No. 2023-03-0561 Purpose: Supply and Delivery of Office Supplies for Occidental Mindoro (1st Semester, 2023) Prepared by: Emma Joy C. Nolasco					

(Total Amount in Words)	Three Hundred Eleven Thousand Five Hundred Eighty Eight Pesos Only	311,588.00
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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:

 Signature over Printed Name of Supplier

 Date

Very truly yours,


LEONARDO C. REYNOSO, CESO III

Signature over Printed Name of Authorized Official

Regional Director 

Fund Cluster : **01-101**
 Funds Available : **311,588.00**


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

ORS/BURS No. : 2023-05-2661
 Date of the ORS/BURS: 5/19/23
 Amount : **311,588.00**



PURCHASE ORDER
DSWD MIMAROPA Region
Entity Name

Supplier : MOSTACO MARKETING	P.O. No. 2023-05-0487
Address : 68 A. Lalaine Bennet St., BF Resort Village, Las Pinas City	Date : May 16, 2023
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Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
27	piece	Marker, Whiteboard, Fine Point Black Refillable - PILOT	14	65.00	910.00
28	piece	MOUSE, OPTICAL, USB CONNECTION TYPE, 1 unit in individual - USB M20 LENOVO	3	68.00	204.00
29	pad	NOTEPAD, STICK-ON, 3X3, 100 sheets per pad - BOSS/HBW/ACURA	73	21.00	1,533.00
30	piece	Official Record Book 300 Pages size 214 mmx 278mm (min) - OFFICIAL	4	150.00	600.00
31	piece	Official Record Book 500 Pages size 214 mmx 278mm (min) - OFFICIAL	2	192.00	384.00
32	box	Paper Clip, 50Mm, 100 Pieces Per Box Or 120 Grams (Min.) (Net Of Box) - RAMBO/PRINCE	17	23.00	391.00
33	piece	Paper cutter heavy duty, base A4 size, 8.27"x11.69", Specifications:Material: Wood, Wood Borad, Size:320mm*250mm, Blade Length: about 450mm - PAPER CUTTER A4 WOOD	1	474.00	474.00
34	ream	Paper, Multicopy, 80Gsm, Size: 210Mm X 297Mm (A4) - CROCO 80gsm	255	253.00	64,515.00
35	ream	Paper, Multicopy, 80Gsm, Size: 216Mm X 330Mm (Legal) - CROCO 80gsm	278	288.00	80,064.00
36	pack	Paper, Parchment, Size: 210 X 297Mm, Multi-Purpose, 10 sheets/pack - VECO 80gsm	4	31.00	124.00
37	pack	Photopaper, A4; 10sheets/pack, 8.27"x11.69" - VECO/ACACIA 20s	7	62.00	434.00
38	piece	Plastic Envelope , Long (Transparent) - ORDINARY NON EXPANDABLE	25	14.00	350.00
39	piece	Puncher (2 Hole, With Handle Lock, Adjustable Paper Gauge, Easy Waste Material, 30 Sheets, 80 Gsm Paper Punching Capacity; Weight: 600 G, Dimension: 17Cm X 12Cm X 8Cm) - BOSS/PREVAILED	3	150.00	450.00
40	box	Push Pin, 50pcs/box - JOY/HBW	2	19.00	38.00
41	piece	Scissors (Size: 175Mm / 6 4/5"), Material Stainless Steel Blade, Ergonomic Design, Pointed Tip And Symmetric Handle Design - 8" BOSS/PREVAILED	18	40.00	720.00
42	piece	Signpen (Black), Gel, 0.5 Mm, Needle Point, 9.9 Mm Diameter Grip, Capped Snap On, Quick-Drying, Smear-Resistant, Dye Based Ink - PREVAILED P537 0.5 GEL	87	20.00	1,740.00
43	piece	Signpen (Blue), Gel, 0.5 Mm, Needle Point, 9.9 Mm Diameter Grip, Capped Snap On, Quick-Drying, Smear-Resistant, Dye Based Ink - PREVAILED P537 0.5 GEL	99	20.00	1,980.00
44	bottle	Stamp Pad Ink, Purple Or Violet, 50MI (Min.) - HBW 60ML	3	28.00	84.00
45	piece	Stamp Pad, Felt, Bed Dimension: 60Mm X 100Mm Min - #1 JOY/HBW	1	56.00	56.00
46	box	Staple Wire No. 35 (5,000 Pcs / Box), Fits All Standard Staplers - BOSS/GT/WELLS	15	34.00	510.00
47	piece	Staple Wire Remover (Stainless, Plier Type, High Quality) - PLIER JOY/HBW/UK	6	61.00	366.00
48	piece	Stapler, With Remover Standard Type Load Cap: 200 Staples Min, 1 Piece In Individual Box # 35 - #35 BOSS/PREVAILED	25	101.00	2,525.00
49	roll	Tape, Masking, Width: 24Mm (±1Mm) - EXCEL 20YARDS	24	31.00	744.00
50	roll	Tape, Packaging, Width: 24Mm (±1Mm) - 50 METERS	15	26.00	390.00
51	roll	Tape, Transparent, Width: 24Mm (±1Mm) - 50 METERS	62	26.00	1,612.00
52	piece	Whiteboard, 4x6 - WHITEBOARD 4X6 ALUM FRAME, NO STAND	1	3,570.00	3,570.00
				SUB-TOTAL	164,768.00
				SUB-TOTAL	146,820.00
<p align="center">*****NOTHING FOLLOWS***** PAGE 2 OF 2</p> <p>Approved Budget for the Contract: Php319,780.00 PR No. 2023-03-0561 Purpose: Supply and Delivery of Office Supplies for Occidental Mindoro (1st Semester, 2023) Prepared by: Emma Joy C. Nolasco</p>					

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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
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Fund Cluster : 01-101 Funds Available : 311,588.00 DANILYN T. GALAN Signature over Printed Name of Accountant III / Section Head, Accounting Section	ORS/BURS No. : <u>2023-05-2601</u> Date of the ORS/BURS: <u>5/19/23</u> Amount : 311,588.00
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