

NOTICE OF AWARD

Date: 18 SEP 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. 2023-07-1044 for "Supply and Delivery of Office Supplies for Pantawid Oriental Mindoro for 3rd Quarter of 2023" is hereby awarded to you as the Bidder with the Lowest Calculated Responsive Bid at a Contract Price equivalent to **Two Hundred Twenty Four Thousand Seven Hundred Twenty Four Pesos Only (Php224,724.00)**.

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:



JOJIE R. VELINA
SOLE PROPRIETOR

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

MOSTACO MARKETING

Date: 9/27/2023



PURCHASE ORDER
DSWD MIMAROPA Region
 Entity Name

Supplier MOSTACO MARKETING	P O No 2023-09-0823
Address 68 A. Lalaine Bennet St., BF Resort Village, Las Pinas City	Date : September 18, 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, 2nd Floor RKT Building, JP Rizal St. corner Bayabas St., Lalud, Calapan City, Oriental Mindoro	Delivery Term <u>FOB Destination</u>
Date of Delivery Twenty (20) 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 Oriental Mindoro (3rd Quarter, 2023)					
1	piece	Ballpen Retractable (Black) 0.5 mm needle point, super smooth ink, smudge free, fast drying ink, long lasting ink - HBW MATRIX 0G-5 RETRACTABLE	343	6.00	2,058.00
2	piece	Battery, dry cell AA, 4 pieces per blister pack, Alkaline Battery - MAXELL 4S	4	100.00	400.00
3	cart	Brother LC3617 BLACK	16	695.00	11,120.00
4	cart	Brother LC3617 CYAN	10	595.00	5,950.00
5	cart	Brother LC3617 magenta	10	595.00	5,950.00
6	cart	Brother LC3617 Yellow	10	595.00	5,950.00
7	pack	Cartolina 20Pcs Per Pack; Assorted Colors; Size 572mm x 724mm - CARTOLINA ASSTD COLOR 20S	2	143.00	286.00
8	piece	Certificate Holder, A4 Size 210mm x 297mm (8.27 x 11.69) w/ 2 hangers for portrait or landscape orientations, Super Clear Transparency - ADVENTURER	15	46.00	690.00
9	box	Clip, Backfold, 19Mm, 12 Pieces Per Box - BOSS/DIAMOND	32	15.00	480.00
10	box	Clip, Backfold, 25Mm, 12 Pieces Per Box - BOSS/DIAMOND	13	20.00	260.00
11	box	Clip, Backfold, 32Mm, 12 Pieces Per Box - BOSS/DIAMOND	9	28.00	252.00
12	box	Clip, Backfold, 50Mm, 12 Pieces Per Box - BOSS/DIAMOND	27	69.00	1,853.00
13	pack	COLOR INDEX SELF ADHESIVE (20 sheet per pack) - PRICELESS 10 COLORS 20S/COLOR	2	36.00	72.00
14	pack	Colored Paper, Assorted Color, Folio size 216mm x 330mm (8.5 x 13 inc.), 250 sheets per pack - AVIA NEON LONG 250S	1	286.00	286.00
15	piece	Correction Tape, Individual Plastic, 8Mm To 10Mm In Size - PREVAILED 8M	238	20.00	4,760.00
16	piece	CUTTER KNIFE, heavy duty, metal case, 18x100mm - TOLSEN 18X100MM HD ALUM	10	126.00	1,260.00
17	pad	Daily Time Record (Dtr), Size 8.5 inches x 3.2 inches, 100 pieces/pad - DTR FORM 48	32	77.00	2,464.00
18	piece	Data File Box, Made Of Chipboard, With Closed Ends, Size 15 inches x 9.5 inches x 4.5 inches - MAGAZINE BOX SINGLE	26	91.00	2,366.00
19	box	Document Brown Envelope (Kraft) - Legal, 125 Gsm, Size: 10 X 15", Kraft Corrugated, Light Brown, 100 Pieces / Box - BROWN ENV LONG 100S	1	228.00	228.00
20	piece	Document Paper Tray Sorter/Organizer 4 Layer Legal Size Black, Size: 35cm x 30cm x 32cm, Material: Stainless Steel, Lightweight Mesh Construction - TRAY METAL 4 LAYER	6	407.00	2,442.00
21	box	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc, 100 pieces per box, 8.5"x13" -KRAFT WITH GARTER 100S	3	1,430.00	4,290.00
22	piece	Envelope, Plastic, Legal Size (14.9" W x 9.8" H) (clear envelope), Hook and Loop closure, Side loading with Handle -KEATS W/ PUSHLOCK & HANDLE	27	57.00	1,539.00
23	piece	Epson 005, 120 ml black - EPSON 005	54	565.00	30,510.00
24	piece	Eraser PVC, Medium Size 43 x 19 x 13 mm -STAEDLER RASOPLAST	2	52.00	104.00
25	box	Fastener, Plastic, 70Mm Between Prongs, 50 Set Per Box -RAMBO/PRINCE	46	32.00	1,472.00
26	box	Flashdrive 64gb OTG - SANDISK 64GB, ULTRA OTG	2	429.00	858.00
27	piece	Folder, L-Type, A4 Size 223.52mm x 304.8mm (8.8 x 12 inches), 12 Pieces Per Pack, Clear White insert filing L-type - LTYPE CLEAR 50S	1	260.00	260.00
28	pack	Folder, L-Type, Legal Size 241.3mm x 355.6mm (9.5 x 14 inches), 12 Pieces Per Pack, Clear White insert filing L-type - LTYPE CLEAR 50S	1	293.00	293.00
29	pack	Folder, Legal Size (8 1/2 x 14"), White with Plastic Cover or Plastic Jacket 14 pts - SYSTEM LOCAL WHITE W/ JACKET 100S	300	14.00	4,200.00
30	pack	Folder, Legal Size, White Color With Tab (100 Pcs/Box) -SYSTEM LOCAL WHITE 100S	7	494.00	3,458.00
31	piece	Folder, Pressboard, Size 240Mm X 370Mm (-5Mm) (Legal), white with green lining, 100 Pieces Per Box - VECO PB LOCAL WHOTE 100S	1	2,100.00	2,100.00
32	pack	GLUE, all purpose, gross weight 130 grams min - ELMERS	34	59.00	2,006.00
33	bottle	Ink Cart, Hp Cz107Aa, (Hp678), Tri Color - HP 678	4	575.00	2,300.00
34	cart	Laminating Film, Folio Size 222 x 337mm, 125mc (100Pcs Per Ream) - LCT	2	801.00	1,602.00
35	reams	Marker Fluorescent 3 Colors Per Set - EXCEL (GREEN ORANGE YELLOW)	12	39.00	468.00
36	pack	Marker, Permanent Black, Broad Type, Refillable - PILOT	42	39.00	1,638.00
37	piece	Marker, Permanent Blue, Broad Type, Refillable - PILOT	4	39.00	156.00
38	piece	Marker, Whiteboard, Fine Point Black Refillable - PILOT	10	60.00	600.00
39	piece	Marker, Whiteboard, Fine Point Blue Refillable - PILOT	2	60.00	120.00
40	piece	Matt Sticker Paper Legal Size: 8.5" x 14" (10 Sheet Per Pack) - VECO/ACACIA	2	43.00	86.00
				SUB-TOTAL	107,197.00

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

Approved Budget for the Contract. Pnp672.268.00
 PR No. 2023-07-1044
 Purpose: Supply and Delivery of Office Supplies for Oriental Mindoro (3rd Semester, 2023)
 Prepared by: Emma Joy C. Notasco

(Total Amount in Words) TWO HUNDRED TWENTY FOUR THOUSAND SEVEN HUNDRED TWENTY FOUR PESOS ONLY 224,724.00

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: **JOJIE R. VERLINA**
 SOLE PROPRIETOR
 Signature over Printed Name of Supplier
 Date: 9/27/2023

Very truly yours,
LEONARDO C. REYNOSO, CESO III
 Signature over Printed Name of Authorized Official
 Regional Director

Fund Cluster : 01-101 Funds Available : 224,724.00 Signature over Printed Name of Accountant III Section Head, Accounting Section DANILYN T. GALAN	ORS/BURS No. : 2023-09-6293 Date of the ORS/BURS: 10/19/2023 Amount : 224,724.00
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PURCHASE ORDER
DSWD MIMAROPA Region
 Entity Name

Supplier MOSTACO MARKETING	P O No 2023-09-0823
Address 68 A Lalaine Bennet St. BF Resort Village, Las Pinas City	Date September 18, 2023
TIN	Mode of Procurement Shopping-B

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

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Date of Delivery Twenty (20) 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 Oriental Mindoro (3rd Quarter, 2023)						
41	pack	Notebook, Stenographer, Spiral, Size: 152mm x 228mm, Cover C1S Board 230 gsm, Paper 50gsm, Leaves 60 leaves - VECO/ADVANCE 60LVS	12	20.00	240.00	
42	pad	Notebook, Stick-On, 3X3, 100 Sheets Per Pad - BOSS/HBW/ACURA	68	20.00	1,360.00	
43	piece	Official Record Book 300 Pages size 214 mmx 278mm (min) - OFFICIAL VISION	7	141.00	987.00	
44	piece	Official Record Book 500 Pages size 214 mmx 278mm (min) - OFFICIAL VISION	1	179.00	179.00	
45	box	Paper Clip, 50Mm, 100 Pieces Per Box Or 120 Grams (Min) (Net Of Box) - RAMBO/PRINCE	20	21.00	420.00	
46	box	Paper, Multicopy, 80Gsm, Size 210Mm X 297Mm (A4), 5reams/box - CROCO 80GSM	53	1,085.00	57,505.00	
47	box	Paper, Multicopy, 80Gsm, Size 216Mm X 330Mm (Legal), 5reams/box - CROCO 80GSM	34	1,235.00	41,990.00	
48	pack	Paper, Parchment, Size 210 X 297Mm, Multi-Purpose, 10 sheets/pack - PARCHMENT A4 80GSM 10S	7	29.00	203.00	
49	box	Pencil, Lead With Eraser, 12 Dozens Per Box - #2 BOSS	3	42.00	126.00	
50	piece	Plastic Envelope With Handle Transparent With Zipper Lock (Long), 14 inches (W), 10 inches (L) - ADVENTURER	7	63.00	441.00	
51	box	Plastic Push Pin, 100 pieces per box, 59 944mm x 59 944mm x 53 086 (2 36 x 2 36 x 2 09 inches) - JOY/HBW	1	29.00	29.00	
52	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/UK	4	164.00	656.00	
53	bottle	Refill Ink For Marker Pen, Black - PILOT	1	86.00	86.00	
54	piece	Ruler, Plastic, 450Mm (18"), Width 38Mm Min - SMITH/UK	5	37.00	185.00	
55	piece	Scissors, heavy duty stainless steel scissors strong grp. 1 piece in individual plastic - BOSS/PREVAILED/UK	39	38.00	1,482.00	
56	piece	Signpen (Black), Gel, 0.5 Mm, Needle Point, 9.9 Mm Diameter Gnp, Capped Snap On, Quick-Drying, Smear-Resistant, Dye Based Ink - P537 0.5 GEL	210	15.00	3,150.00	
57	piece	Signpen (Blue), Gel, 0.5 Mm, Needle Point, 9.9 Mm Diameter Gnp, Capped Snap On, Quick-Drying, Smear-Resistant, Dye Based Ink, - P537 0.5 GEL	63	15.00	945.00	
58	piece	Signpen Red 0.5 Mm, Needle Point, 9.9 Mm Diameter Grip, Capped Snap On, Quick-Drying, Smear-Resistant, Dye Based Ink, - P537 0.5 GEL	6	15.00	90.00	
59	bottle	Stamp Pad Ink, Purple Or Violet, 50Ml (Min) - HBW PURPLE 60ML	7	26.00	182.00	
60	piece	Stamp Pad, Felt, Bed Dimension: 60Mm X 100Mm Min - #1 JOY/HBW	2	52.00	104.00	
61	piece	Staple Remover, Plier-Type, Stainless - PLIER JOY/HBW	10	56.00	560.00	
62	box	Staple Wire No 35 (5,000 Pcs / Box), Fits All Standard Staplers - BOSS/GT/WELLS	41	29.00	1,189.00	
63	piece	Stapler, With Remover Standard Type Load Cap 200 Staples Min, 1 Piece In Individual Box # 35 - BOSS/PREVAILED	13	94.00	1,222.00	
64	piece	Tape Dispenser, Table Top - BOSS/PREVAILED/UK	1	91.00	91.00	
65	roll	Tape, Double Sided Width 24 Mm - EXCEL TISSUE TYPE 10M	19	20.00	380.00	
66	roll	Tape, Duct Cloth Tape, silver 2 inches x 10 meter (25 meter long) - HBW 25M	4	232.00	928.00	
67	roll	Tape, Masking, Width 24Mm (±1Mm) - EXCEL 20Y	8	29.00	232.00	
68	roll	Tape, Masking, Width 48Mm (±1Mm) - EXCEL 20Y	8	63.00	504.00	
69	roll	Tape, Packaging, width 48mm (±1mm) ROLL - EXCEL 50M	47	24.00	1,128.00	
70	roll	Tape, Transparent, width 24mm (±1mm) - EXCEL 50M	11	15.00	165.00	
71	roll	Tape, Transparent, width 48mm (±1mm) - EXCEL 50M	32	24.00	768.00	
*****NOTHING FOLLOWS***** page 2 of 2					SUB-TOTAL GRAND TOTAL	117,527.00 224,724.00

Approved Budget for the Contract: Pnp672,268.00
 PR No. 2023-07-1044
 Purpose: Supply and Delivery of Office Supplies for Oriental Mindoro (3rd Semester, 2023)
 Prepared by: Emma Joy C. Nolasco

(Total Amount in Words) **TWO HUNDRED TWENTY FOUR THOUSAND SEVEN HUNDRED TWENTY FOUR PESOS ONLY** 224,724.00

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 **JOJIE R. MELINA**
 SOLE PROPRIETOR
 Signature over Printed Name of Supplier
 Date **9/27/2023**

Very truly yours,
LEONARDO C. REYNOSO, CESO III
 Signature over Printed Name of Authorized Official
 Regional Director

Fund Cluster : 01-101 Funds Available : 224,724.00 Signature over Printed Name of Accountant / Section Head, Accounting Section DANILYN T. GALAN	ORS/BURS No. : 2023-09-6293 Date of the ORS/BURS: SEP 19, 2023 Amount : 224,724.00
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Award Notice Abstract (Ref No.: 4428108)

Status: Updated

<p>Reference Number: 10004128</p> <p>Control Number: 2023-07-1044</p> <p>Bid Notice Title: 2023-07-1044 Supply and Delivery of Office Supplies for Oriental Mindoro (3rd Quarter, 2023)</p> <p>Approved Budget: Php672,268.00</p> <p>Procurement Mode: Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)</p> <p>Classification: Goods</p> <p>Category: Office Supplies and Devices</p> <p>Applicable Procurement Rules: Implementing Rules and Regulations</p> <p>Funding Source: Government of the Philippines (GOP)</p> <p>Funding Instrument: General Appropriations Act</p> <p>Area of Delivery: Oriental Mindoro</p> <p>Delivery Period: 20 Day/s</p> <p>Contact Person: Harvy Calabio</p> <p>Created By: Harvy Calabio</p>	<p>DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT - REGION IV-B</p> <p>1680 Benitez corner Malvar St. Malate, Manila Manila Metro Manila, NCR, Philippines</p> <p>Office Supplies and Devices</p> <p>Awardee : MOSTACO MARKETING</p> <p>Address : 68A Lalaine Bennet Street BF Resort Village, Barangay Talon Dos Las Piñas City Metro Manila, NCR, Philippines</p> <p>Contact Person : Jojie Repia Velina</p> <p>Designation : Sole Proprietor</p>	<p>Award Type: Award Notice</p> <p>Contract Amount: Php224,724.00</p> <p>Award Date: 18-Sep-2023</p> <p>Publish Date: 29-Sep-2023</p> <p>Date Last Updated: 29-Sep-2023</p> <p>Contract Number: 2023-09-0823</p> <p>Proceed Date: 29-Sep-2023</p> <p>Contract Effectivity Date: 29-Sep-2023</p> <p>Contract End Date: 19-Oct-2023</p> <p>Created By: Harvy B. Calabio</p> <p>Date Created: 29-Sep-2023</p> <p>Approver:</p> <p>View Documents: 4</p>									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="text-align: left;">Line Item</th> </tr> <tr> <th style="width: 5%;">#</th> <th style="width: 65%;">Product/Service/Project Name</th> <th style="width: 30%;">Budget</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Office Supplies and Devices, see attached document, 44120000, 1, Lot</td> <td style="text-align: right;">Php240,268.00</td> </tr> </tbody> </table>			Line Item			#	Product/Service/Project Name	Budget	1	Office Supplies and Devices, see attached document, 44120000, 1, Lot	Php240,268.00
Line Item											
#	Product/Service/Project Name	Budget									
1	Office Supplies and Devices, see attached document, 44120000, 1, Lot	Php240,268.00									
<p>Reason for Award : Lowest calculated and responsive bidder.</p>											