



PURCHASE ORDER  
DSWD MIMAROPA Region  
Entity Name

Supplier: <b>MOSTACO MARKETING</b>	P O No.: <b>2023-07-0615</b>
Address: <b>68 A LALAINA BENNET ST., BF RESORT VILLAGE, LAS PINAS CITY</b>	Date: <b>July 18, 2023</b>
TIN: <b>915-524-116-000</b>	Mode of Procurement: <b>SHOPPING-B</b>

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

Place of Delivery: <b>DSWD SWADT-ROMBLON OFFICE (Servanez Bldg., Brgy. Liwayway, Odiangan, Romblon))</b>	Delivery Term: <b>FOB Destination</b>
Date of Delivery: <b>Thirty (30) Calendar Days Upon Receipt of Approved Purchase Order (PO)</b>	Payment Term: <b>15-30 days upon final inspection</b>

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	ream	BOND PAPER, Premium Grade, A4 (CROCO, 70 gsm) <i>Adv</i>	200	229 50	45,900.00
2	ream	BOND PAPER, Premium Grade, FOLIO (CROCO, 70 gsm) <i>Adv</i>	10	275 00	2,750.00
3	dozen	BALLPEN, Black (HBW, 12's)	25	60 00	1,500.00
4	dozen	GEL PEN, 0 5mm, BLACK (P537 0.5 Gel, 12's)	5	216 00	1,080.00
5	box	CORRECTION TAPE, 6m min. 12pcs/box (PREVAILED 8m)	15	25 00	375.00
6	book	RECORD BOOK, 200 Pages, Size 21mm x 278mm min (OFFICIAL)	12	150 00	1,800.00
7	roll	TAPE, Transparent, Width 48mm (EXCEL 50m)	16	25.00	375.00
8	box	EXPANDABLE ENVELOPE, Brown, Long (KRAFT with Garter, 100's)	1	1,800 00	1,800.00
9	bottle	EPSON 003, BK Ink (EPSON 003)	23	285 00	6,555.00
>>>>NOTHING FOLLOWS>>>>					PHP 62,135.00

RFQ NO.: 2023-06-0870 SHOPPING-B  
TOTAL APPROVED BUDGET FOR THE CONTRACT: Sixty-Five Thousand Nine Hundred Ten Pesos Only (Php 65,910.00)  
PURPOSE: Purchase and Delivery of Office Supplies for the use of the Sustainable Livelihood Program (SLP) Romblon Stall for the 3rd Quarter of CY 2023  
Prepared by: Dave T. Corcoro

(Total Amount in Words) **Sixty-Two Thousand One Hundred Thirty-Five Pesos Only** **PHP 62,135.00**

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 items.

Conforme

**JOJIE R. VELINA**  
**SOLE PROPRIETOR**

Signature over Printed Name of Supplier

Date

*8/3/2023*

Very truly yours,

**LEONARDO C. REYNOSO, CESO III**

Signature over Printed Name of Authorized Official

**Regional Director**  
Designation

Fund Cluster: **101**  
Funds Available: **62,135.00**

**DANILYN T. GALAN, CPA**

Signature over Printed Name of Accountant III/ Head, Accounting Section

ORS/BURS No.: **02-101101-2023-07-4517**  
Date of the ORS/BURS: **7/19/2023**  
Amount: **62,135.00**

## NOTICE OF AWARD

Date: JUL 17 2023

MS. JOJIE R. VELINA  
Owner  
MOSTACO MARKETING  
68A Lalaine Bennet St., BF Resort Village  
Las Piñas City

Dear Ms. Velina:

We are pleased to inform you that the RFQ No. 2023-06-0871 for the "Purchase & Delivery of Office Supplies for the use of SLP Staff in SWADT Romblon Office for the 3<sup>rd</sup> Quarter of CY-2023" is hereby awarded to you as the Lowest Calculated & Responsive Bid at a Contract Price equivalent to Sixty-Two thousand One Hundred Thirty-Five Pesos Only (Php 62,135.00).

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: 8/3/2023