



PURCHASE ORDER
DSWD MIMAROPA Region
Entity Name

Supplier **MOSTACO MARKETING** P.O. No. **2023-07-0614**
Address **68 A LALAINA BENNET ST., BF RESORT VILLAGE, LAS PINAS CITY** Date: **July 18, 2023**
TIN **915-524-116-000** Mode of Procurement **SHOPPING-B**

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

Place of Delivery **DSWD SWADT-PALAWAN OFFICE (PEO Compound, Brgy. Banca-Bancao, Puerto Princesa City, Palawan)** Delivery Term **FOB Destination**
Date of Delivery **Thirty (30) Calendar Days Upon Receipt of Approved Purchase Order (PO)** Payment Term **15-30 days upon final inspection**

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	ream	BOND PAPER, A4, 80gsm (CROCO, 80gsm)	228	276.00	62,928.00
2	ream	BOND PAPER, Legal, 80gsm (CROCO, 80gsm)	67	286.00	19,162.00
3	piece	TAPE, Packaging, 48mm, 50 meters (EXCEL, 50m)	69	27.00	1,863.00
4	piece	TAPE, Transparent, 48mm, 50 meters (EXCEL, 50m)	67	27.00	1,809.00
5	box	FASTENER, Plastic, #4, 50 sets per box (RAMBO/PRINCE)	69	35.00	2,415.00
6	box	STAPLE WIRE, #35 (BOSS/GT/WELLS)	71	35.00	2,485.00
7	piece	BROWN ENVELOPE, Long (BROWN #150)	298	2.00	596.00
8	piece	EXPANDED FOLDER, Green Long (VECO PB LOCAL)	285	22.00	6,270.00
9	bottle	EPSON INK EP003, Color BLACK, 65ml (EPSON 003)	64	285.00	18,240.00
10	bottle	BROTHER INK, BT60, Color BLACK, 108ml (BROTHER BT60)	4	385.00	1,540.00
11	bottle	EPSON INK EP003, Color MAGENTA, 65ml (EPSON 003)	7	285.00	1,995.00
12	bottle	EPSON INK EP003, Color CYAN, 65ml (EPSON 003)	7	285.00	1,995.00
13	bottle	EPSON INK EP003, Color YELLOW, 65ml (EPSON 003)	7	285.00	1,995.00
14	piece	EXPANDABLE ENVELOPE, Plastic, with Divider (ACCORDION, Without Handle)	22	160.00	3,520.00
15	piece	CORRECTION TAPE, 6m min, Individually Pack (PREVAILED 8m)	135	30.00	4,050.00
16	piece	RETRACTABLE GEL PEN, Smooth Writing, 0.5mm Tip, Color BLACK (P325 0.5 Gel RT)	132	22.00	2,904.00
17	piece	RETRACTABLE GEL PEN, Smooth Writing, 0.5mm Tip, Color BLUE (P325 0.5 Gel RT)	132	22.00	2,904.00
18	pad	STICKY NOTE, 3" x 3" (76mm x 76mm), 100 Sheets/Pad, Color Yellow (BOSS/HBW/ACURA)	136	20.00	2,720.00
19	box	PAPER CLIP, 50mm, 100pieces per box (RAMBO/PRINCE)	137	25.00	3,425.00
20	piece	EXPANDING ENVELOPE WITH TIES, Long, Color BROWN (KRAFT with Garter)	197	18.00	3,546.00
21	box	MARKER, Permanent, Broad Tip, Color BLACK (BOSS 12's)	3	240.00	720.00
>>>>NOTHING FOLLOWS>>>>					PHP 147,082.00

RFQ NO.: 2023-06-0870 SHOPPING-B
TOTAL APPROVED BUDGET FOR THE CONTRACT One Hundred Fifty Thousand One Hundred Pesos Only (Php150,100.00)
PURPOSE: Purchase and Delivery of Office Supplies for the use of the Sustainable Livelihood Program (SLP) Palawan Staff for the 3rd Quarter of CY 2023
Prepared by: Dave T. Corcoro

(Total Amount in Words) **One Hundred Forty-Seven Thousand Eighty-Two Pesos Only** PHP 147,082.00

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

YELINA
SIGNATURE PROPRIETOR
Signature over Printed Name of Supplier

Very truly yours

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

Date

7/27/2023

Fund Cluster **101**
Funds Available **147,082.00**

DANILYN T. GALAN
Signature over Printed Name of Accountant in Charge, Accounting Section

ORS/BURS No. **2023-07-4501**
Date of the ORS/BURS: **07-19-23**
Amount **PHP 147,082.00**

NOTICE OF AWARD

Date: 13 JUL 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. 2023-06-0870 for the "Purchase & Delivery of Office Supplies for the use of SLP Staff in SWADT Palawan Office for the 3rd Quarter of CY-2023" is hereby awarded to you as the Lowest Calculated & Responsive Bid at a Contract Price equivalent to One Hundred Forty-Seven Thousand Eighty-Two Pesos Only (Php 147,082.00).

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: 7/27/2023