



**PURCHASE ORDER**  
**DSWD MIMAROPA Region**  
 Entity Name

Supplier: **MOSTACO MARKETING** P.O. No: **2023-08-07a2**  
 Address: **68A LALAINA BENNET ST. BF RESORT VILLAGE LAS PINAS CITY** Date: **August 31 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: **DSWD MIMAROPA (1680 F.T. Benitez cor. Maivar St. Malate, Manila)** Delivery Term: **Full Term**  
 Date of Delivery: **Fifteen (15) Calendar days upon receipt of approved Purchase Order (P.O.)** Payment Term: **15-30 days upon final inspection**

| Stock/Property No. | Unit  | Description   | Quantity | Unit Cost | Amount    |
|--------------------|-------|---|----------|-----------|-----------|
| 1                  | Box   | Expanded Colored Folder, Long size (US-Green), 100pcs Per Box (VECO PD US 100S)   | 1        | 2,405.00  | 2,405.00  |
| 2                  | piece | Glue Stick (A+ Lipstick Type 22G)   | 30       | 29.00     | 870.00    |
| 3                  | piece | Ballpen, Gel pen, 5mm (Black) (HBW Swift OG-39)   | 50       | 6.00      | 300.00    |
| 4                  | piece | Ballpen, Gel pen, 5mm (Blue) (HBW Swift OG-39)  | 50       | 6.00      | 300.00    |
| 5                  | piece | Stapler no. 35 (Boss/Prevailed/UK)  | 10       | 94.00     | 940.00    |
| 6                  | box   | Stapler wire no. 35-m (Boss/GT/Wells)   | 10       | 29.00     | 290.00    |
| 7                  | piece | Staple remove, Plier type. Full metal (Plier Joy/HBW/UK)  | 10       | 56.00     | 560.00    |
| 8                  | piece | Correction tape (Prevailed 8m)  | 100      | 20.00     | 2,000.00  |
| 9                  | box   | Pencil Lead with eraser, 12pcs per box (#2 Boss)  | 5        | 42.00     | 210.00    |
| 10                 | piece | Scissors, Symetrical, blade Length: 65mm (8" Boss/Prevailed/UK)   | 10       | 38.00     | 380.00    |
| 11                 | box   | Clip Backfold, 19mm, 12pcs per box (Boss/Diamond)   | 10       | 15.00     | 150.00    |
| 12                 | box   | Clip Backfold, 25mm, 12pcs per box (Boss/Diamond)   | 10       | 20.00     | 200.00    |
| 13                 | box   | Clip Backfold, 32mm, 12pcs per box (Boss/Diamond)   | 10       | 28.00     | 280.00    |
| 14                 | box   | Clip Backfold, 50mm, 12pcs per box (Boss/Diamond)   | 10       | 69.00     | 690.00    |
| 15                 | cart  | Hp Ink 680 Black (2025-2026 Expiration date)  | 10       | 505.00    | 5,050.00  |
| 16                 | cart  | Hp Ink 680 Tri-color (2025-2026 Expiration date)  | 10       | 505.00    | 5,050.00  |
| 17                 | piece | Highlighter (Any color) (Excel Green)   | 30       | 13.00     | 390.00    |
| 18                 | box   | Brown Envelope, Legal size, 500 pcs per box (Brown Long 500s)   | 1        | 969.00    | 969.00    |
| 19                 | pad   | Notebook, Stick-on, 3x3, 100 sheets per pad (Boss/HBW/Acura)  | 40       | 20.00     | 800.00    |
| 20                 | piece | Brother Toner Cartridge TN-2360   | 3        | 1,720.00  | 5,160.00  |
| 21                 | set   | Index tabs/sign here A10101, 50x2 sheets, 44x25mm (Deli 50x2)   | 50       | 78.00     | 3,900.00  |
| 22                 | box   | Expanded Colored Folder, Long size (Light Blue), 100pcs. Per Box (Veco PB US 100s)  | 1        | 2,860.00  | 2,860.00  |
| 23                 | ream  | Paper Multi Purpose copy, A4 size 80 gsm (Croco 80 gsm)   | 80       | 217.00    | 17,360.00 |
| 24                 | ream  | Paper Multi Purpose copy, Legal size 80 gsm (Croco 80 gsm)  | 75       | 247.00    | 18,525.00 |
| 25                 | piece | Pencil Sharpener, 4.5, Stainless steel with metal body (HBW Matrix)   | 2        | 284.00    | 568.00    |
| 26                 | piece | 2 hole Heavy Duty puncher, hole diameter 6mm Punch paper 100-150 paper can punch (Deli 150 Sheet Cap)                             | 1        | 4,355.00  | 4,355.00  |
| 27                 | piece | 3 Column file data storage rack, Office supplies file box, triple plastic file basket, Color Black (Mag Box Triple Plastic Fixed) | 25       | 112.00    | 2,800.00  |
| 28                 | pack  | Battery Dry cell AAA 4 pcs per pack (Maxcell 4s)  | 4        | 65.00     | 260.00    |
| 29                 | piece | Calculator, 12 digits (Casio MX12B)   | 5        | 358.00    | 1,790.00  |
| 30                 | piece | Record book, 300 pages, Size: 214mm x 278mm (Official Vision)   | 12       | 141.00    | 1,692.00  |
|                    |       |   |          |           | 81,104.00 |

*In quoted by:*  
  
**J. M. EYRA**

(Total Amount in Words) **Eighty-One Thousand One Hundred Four Pesos Only** 10/6/23 81,104.00

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. MELINA**  
 SOLE PROPRIETOR  
 Signature over Printed Name of Supplier  
 Date: **9/18/2023**

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

Fund Cluster: **101**  
 Funds Available: **81,104.00**  
  
**DANILYN J. CLANAN**  
 Signature over Printed Name of Accountant III - Head, Accounting Section

ORS/BURS No.: **2023-09-5830**  
 Date of the ORS/BURS: **09-04-23**  
 Amount: **₱ 81,104.00**

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**NOTICE OF AWARD**DATE: 31 AUG 2023

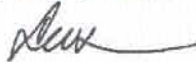
Ms. Jojie R. Velina  
Authorized Representative  
MOSTACO MARKETING  
68A LALAIN BENNET ST. BF RESORT VILLAGE LAS PINAS CITY

Dear Ms. Velina:

We are pleased to inform you that the RFQ No. 2023-08-1046 for the "Purchase of Social Pension regular office supplies for 2nd semester 2023 in Regional Office" is hereby awarded to you as the Bidder with the Lowest Calculated & Responsive Bidder at a Contract Price equivalent to Eighty-One Thousand One Hundred Four Pesos Only (Php81,104.00).

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: 9/18/2023



Philippine Government Electronic Procurement System

Central Portal for  
Philippine Government  
Procurement Opportunities

**Award Notice Abstract (Ref No.: 4475593)**

**Status: Updated**

| <p><b>Reference Number:</b><br/>10014768</p> <p><b>Control Number:</b><br/>2023-07-1046</p> <p><b>Bid Notice Title:</b><br/>2023-07-1046 Purchase of office supplies for the use of Social Pension Program staffs in Regional office 2nd Semester 2023</p> <p><b>Approved Budget:</b><br/>Php93,909.20</p> <p><b>Procurement Mode:</b><br/>Shopping - Ordinary/Regular Office Supplies &amp; Equipment (Sec. 52.1.b)</p> <p><b>Classification:</b><br/>Goods</p> <p><b>Category:</b><br/>Office Supplies and Devices</p> <p><b>Applicable Procurement Rules:</b><br/>Implementing Rules and Regulations</p> <p><b>Funding Source:</b><br/>Government of the Philippines (GOP)</p> <p><b>Funding Instrument:</b><br/>General Appropriations Act</p> <p><b>Area of Delivery:</b><br/>Metro Manila</p> <p><b>Delivery Period:</b><br/>15 Day/s</p> <p><b>Contact Person:</b><br/>Harvy Calabio</p> <p><b>Created By:</b><br/>Harvy Calabio</p> | <p><b>DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT - REGION IV-B</b><br/>1680 Benitez corner Malvar St. Malate, Manila Manila Metro Manila, NCR, Philippines</p> <p style="text-align: center;"><b>Office Supplies and Devices</b></p> <p><b>Awardee :</b><br/>MOSTACO MARKETING<br/><b>Address :</b><br/>68A Lalaine Bennet Street BF Resort Village, Barangay Talon Dos Las Piñas City Metro Manila, NCR, Philippines</p> <p><b>Contact Person :</b><br/>Josef Carlo Brigola Velina<br/><b>Designation :</b><br/>Comptroller</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <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, Purchase of office supplies for the use of Social Pension Program staffs in Regional office 2nd Semester 2023, 44120000, 1, Lot</td> <td style="text-align: right;">Php93,909.20</td> </tr> </tbody> </table> <p><b>Reason for Award :</b><br/>Lowest calculated and responsive bidder.</p> | #            | Product/Service/Project Name | Budget | 1 | Office Supplies and Devices, Purchase of office supplies for the use of Social Pension Program staffs in Regional office 2nd Semester 2023, 44120000, 1, Lot | Php93,909.20 | <p><b>Award Type:</b><br/>Award Notice</p> <p><b>Contract Amount:</b><br/>Php81,104.00</p> <p><b>Award Date:</b><br/>31-Aug-2023</p> <p><b>Publish Date:</b><br/>26-Oct-2023</p> <p><b>Date Last Updated:</b><br/>26-Oct-2023</p> <p><b>Contract Number:</b><br/>2023-08-0782</p> <p><b>Proceed Date:</b><br/>18-Sep-2023</p> <p><b>Contract Effectivity Date:</b><br/>18-Sep-2023</p> <p><b>Contract End Date:</b><br/>03-Oct-2023</p> <p><b>Created By:</b><br/>Harvy B. Calabio</p> <p><b>Date Created:</b><br/>26-Oct-2023</p> <p><b>Approver:</b></p> <p><b>View Documents:</b><br/>4</p> |
|---|--|--------------|------------------------------|--------|---|--|--------------|--|
| #   | Product/Service/Project Name   | Budget       |                              |        |   |  |              |  |
| 1   | Office Supplies and Devices, Purchase of office supplies for the use of Social Pension Program staffs in Regional office 2nd Semester 2023, 44120000, 1, Lot   | Php93,909.20 |                              |        |   |  |              |  |