



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

(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**
 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**

In quoted by:
Leo M. Reynoso

NOTICE OF AWARDDATE: 31 AUG 2023

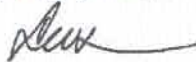
Ms. Jojie R. Velina
Authorized Representative
MOSTACO MARKETING
68A LALAIN BENNET ST. BF RESORT VILLAGE LAS PINAS CITY

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