



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

Supplier: <b>MOSTACO MARKETING</b>	P.O. No.: <b>2023-05-0428</b>
Address: <b>68A Lalaine Bennet St., BF Resort Village, Las Piñas City</b>	Date: <b>May 3, 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>SWADT Romblon Office (Servañez Bldg., Brgy. Liwayway, Odiongan, Romblon)</b>	Delivery Term: <b>Full Term</b>
Date of Delivery: <b>Fifteen (15) 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	box	CORRECTION TAPE, 6 meters (min). 1 box/12 pieces (Prevailed 8m)	10	252.00	2,520.00
2	box	CLIP BACKFOLD, 32mm, 12 pieces per box (Boss/Diamond)	5	30.00	150.00
3	box	CLIP BACKFOLD, 50mm, 12 pieces per box (Boss/Diamond)	5	75.00	375.00
4	piece	DATA FILE BOX, Made of chipboard. with closed ends	10	98.00	980.00
5	box	MARKER, Permanent, bullet type, black (HBW)	5	14.00	70.00
6	box	MARKER, Permanent, bullet type, blue (HBW)	5	14.00	70.00
7	pad	NOTE PAD, Stick-on, 3x3, 100 sheets per pad (Boss/HBW/Acura)	10	21.00	210.00
8	pad	NOTE PAD, Stick-on, 3x4, 100 sheets per pad (Boss/HBW/Acura)	10	27.00	270.00
9	ream	PAPER, Multicopy, 70gsm, size: 210mm x 297mm (A4) (Croco)	700	223.00	156,100.00
10	ream	PAPER, Multicopy, 80gsm, size: 216mm x 330mm (Legal) (Croco)	400	288.00	115,200.00
11	book	RECORD BOOK, 500 pages (Shiny)	15	105.00	1,575.00
12	book	RECORD BOOK, 200 pages (Shiny)	15	66.00	990.00
13	box	RUBBER BAND, 70mm min lay flat length (#18) (Tiger Flat)	5	149.00	745.00
14	piece	STAPLER, Standard with remover (Boss/Prevailed)	10	101.00	1,010.00
15	box	STAPLE WIRE, Standard (Boss/GT/Wells)	20	34.00	680.00
16	piece	STAPLE WIRE REMOVER (Boss/HBW/UK)	10	61.00	610.00
17	piece	SMOOTH INK PEN, Black, liquid/gel ink, 0.5mm needle tip (Energel)	10	129.00	1,290.00
18	roll	TAPE, Transparent, width: 24mm (Excel 50meters)	12	16.00	192.00
19	roll	TAPE, Transparent, width: 48mm (Excel 50meters)	13	26.00	338.00
20	roll	TAPE, Packaging, width: 48mm (Excel 50meters)	15	26.00	390.00
21	box	GEL PEN, 0.5 black (P537 0.5 Gel, 12s)	10	204.00	2,040.00
22	box	GEL PEN, 0.5 blue (P537 0.5 Gel, 12s)	5	204.00	1,020.00
23	roll	TWINE, Plastic, one kilo per roll	5	76.00	380.00
24	box	EXPANDABLE ENVELOPE, Brown, Long (Kraft w/garter)	1	1,540.00	1,540.00
25	piece	FLASH DRIVE (USB), 32GB (Hikvision)	5	238.00	1,190.00
26	piece	STAMP PAD, No. 1 without ink (#1 Joy/HBW)	10	56.00	560.00
27	bottle	STAMP PAD INK, Violet (HBW 60ml)	5	30.00	150.00
28	piece	SCISSORS, 8" (Boss/Prevailed)	5	40.00	200.00
29	piece	PUNCHER, Heavy-duty (Boss/Prevailed)	5	150.00	750.00
30	bottle	EPSON INK 001, Black	30	450.00	13,500.00
31	bottle	EPSON INK 001, Cyan	15	295.00	4,425.00
32	bottle	EPSON INK 001, Magenta	15	295.00	4,425.00
33	bottle	EPSON INK 001, Yellow	15	295.00	4,425.00
34	box	FOLDER, White, Legal (System White, 100s)	1	630.00	630.00

>>>> NOTHING FOLLOWS <<<<<

**COMMISSION ON AUDIT**  
**RECEIVED BY:** [Signature]  
**DATE:** 05 24 23

Approved Budget for the Contract: Php326,989,000-1  
 PR No.: 2023-03-0554  
 Purpose: Purchase & Delivery of Office Supplies for the use of C1S PSP-AICS in SWADT Romblon for the 2<sup>nd</sup> Quarter of CY-2023  
 Prepared by: Dave T. Corcoro

(Total Amount in Words)	<b>Three Hundred Nineteen Thousand Pesos Only</b>	<b>319,000.00</b>
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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: [Signature]  
**JOJIE R. VELINA**  
 SOLE PROPRIETOR  
 Signature over Printed Name of Supplier  
 Date: 5/18/2023

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

Fund Cluster: <u>1</u>	ORS/BURS No.: <u>02-101101-23-05-2339</u>
Funds Available: <u>319,000.00</u>	Date of the ORS/BURS: <u>MAY 9, 2023</u>
<u>[Signature]</u> <b>DANILYN T. GALAN</b> Signature over Printed Name of Accountant III/ Head, Accounting Section	Amount: <u>319,000.00</u>

## NOTICE OF AWARD

Date: 24 APR 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. 2023-03-0554 for the "Purchase & Delivery of Office Supplies for the use of CIS PSP-AICS in SWADT Romblon Office for the 2<sup>nd</sup> Quarter of CY-2023" is hereby awarded to you as the Lowest Calculated & Responsive Bid at a Contract Price equivalent to Three Hundred Nineteen Thousand Pesos Only (Php 319,000.00).

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: 5/18/2023



Philippine Government Electronic Procurement System

Central Portal for  
Philippine Government  
Procurement Opportunities

**Award Notice Abstract (Ref No.: 4598367)**

**Status: Updated**

<p><b>Reference Number:</b> 9647980</p> <p><b>Control Number:</b> DSWD 4B 2023-03-0554</p> <p><b>Bid Notice Title:</b> Purchase &amp; Delivery of Office Supplies for the use of CIS PSP-AICS in SWADT Romblon for the 2nd Quarter of CY-2023.</p> <p><b>Approved Budget:</b> Php326,989.00</p> <p><b>Procurement Mode:</b> Shopping - Ordinary/Regular Office Supplies &amp; Equipment (Sec. 52.1.b)</p> <p><b>Classification:</b> Goods</p> <p><b>Category:</b> Office Supplies and Devices</p> <p><b>Applicable Procurement Rules:</b> Implementing Rules and Regulations</p> <p><b>Funding Source:</b> Government of the Philippines (GOP)</p> <p><b>Funding Instrument:</b> General Appropriations Act</p> <p><b>Area of Delivery:</b> Romblon</p> <p><b>Delivery Period:</b> 15 Day/s</p> <p><b>Contact Person:</b> Harvy Calabio</p> <p><b>Created By:</b> Harvy Calabio</p>	<p><b>DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT - REGION IV-B</b> 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> MOSTACO MARKETING</p> <p><b>Address :</b> 68A Lalaine Bennet Street BF Resort Village, Barangay Talon Dos Las Piñas City Metro Manila, NCR, Philippines</p> <p><b>Contact Person :</b> Jojie Repia Velina</p> <p><b>Designation :</b> Sole Proprietor</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">#</th> <th style="text-align: left;">Product/Service/Project Name</th> <th style="text-align: left;">Budget</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Office Supplies and Devices, Purchase &amp; Delivery of Office Supplies for the use of CIS PSP-AICS in SWADT Romblon for the 2nd Quarter of CY-2023, 44120000, 1, Lot</td> <td>Php326,989.00</td> </tr> </tbody> </table> <p><b>Reason for Award :</b> Lowest calculated and responsive bidder.</p>	#	Product/Service/Project Name	Budget	1	Office Supplies and Devices, Purchase & Delivery of Office Supplies for the use of CIS PSP-AICS in SWADT Romblon for the 2nd Quarter of CY-2023, 44120000, 1, Lot	Php326,989.00	<p><b>Award Type:</b> Award Notice</p> <p><b>Contract Amount:</b> Php319,000.00</p> <p><b>Award Date:</b> 24-Apr-2023</p> <p><b>Publish Date:</b> 04-Jan-2024</p> <p><b>Date Last Updated:</b> 04-Jan-2024</p> <p><b>Contract Number:</b> 2023-05-0428</p> <p><b>Proceed Date:</b> 18-May-2023</p> <p><b>Contract Effectivity Date:</b> 18-May-2023</p> <p><b>Contract End Date:</b> 03-Jun-2023</p> <p><b>Created By:</b> Harvy B. Calabio</p> <p><b>Date Created:</b> 04-Jan-2024</p> <p><b>Approver:</b> Harvy B. Calabio</p> <p><b>View Documents:</b> 4</p>
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1	Office Supplies and Devices, Purchase & Delivery of Office Supplies for the use of CIS PSP-AICS in SWADT Romblon for the 2nd Quarter of CY-2023, 44120000, 1, Lot	Php326,989.00						