



PURCHASE ORDER
DSWD MIMAROPA Region
 Entity Name

Supplier: **MOSTACO MARKETING** P O No : 2023-04-0365
 Address: **68A Lalaine Bennet St., BF Resort Village, Las Piñas City** Date: April 12, 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: **SWADT Oriental Mindoro (2F RKT Bldg. J.P. Rizal cor. Bayabas St. Lalud, Calapan City)** Delivery Term: **Full Term**
 Date of Delivery: **Fifteen (15) 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	PAPER, MULTICOPY, 80gsm, size: A4 (Croco 80gsm)	800	290.00	232,000.00
2	ream	PAPER, MULTICOPY, 80gsm, size: Legal (Croco 80gsm)	300	329.00	98,700.00
3	box	CORRECTION TAPE, 24 pieces/box (Prevalled 8 meters)	50	576.00	28,800.00
4	book	RECORD BOOK, 500 pages, size: 214 x 278mm min (Official)	15	219.00	3,285.00
5	box	FOLDER WITH TAB, Legal, 1 pack (100 pcs per pack)	4	680.00	2,720.00
6	box	FOLDER, Pressboard (Veco PB local green)	2	1,760.00	3,520.00
7	box	BROWN ENVELOPE, Legal	2	1,280.00	2,560.00
8	box	FASTENER, Metal, 8.5. 50 sets per box (Tiger/ Brite)	20	232.00	4,640.00
9	box	SIGN PEN, Black, liquid/ gel ink, 0.5mm, 12 pcs/box (P537 0.5 Gel)	20	222.00	4,440.00
10	roll	PLASTIC TWINE, 2 kls/roll	5	173.00	865.00
11	piece	DATA FILE BOX, Black, legal with close ends, made of chipboard	50	104.00	5,200.00
12	piece	TAPE, Transparent, width: 48mm (Excel 50 meters)	20	29.00	580.00
13	piece	TAPE, Transparent, width: 24mm (Excel 50 meters)	20	18.00	360.00
14	bottle	GLUE, Multi-purpose, 240 grams (Elmers)	6	135.00	810.00
15	piece	PACKAGING TAPE, Brown, 2" (Excel 50 meters)	20	29.00	580.00
16	piece	STAPLER, Standard (#35 Boss/ Prevalled)	12	116.00	1,392.00
17	box	STAPLE WIRE, Standard (Boss/ GT/ Wells)	12	39.00	468.00
18	box	CLIP BACKFOLD, 2", 12 pcs/box (Boss/ Diamond)	12	85.00	1,020.00
19	piece	SCISSORS, 8" Heavy-Duty (Boss/ Prevalled)	6	45.00	270.00
20	pad	STICKY NOTE PAD, 2" x 3" (Boss/ HBW/ Acura)	60	21.00	1,260.00
21	pad	STICKY NOTE PAD, 3" x 3" (Boss/ HBW/ Acura)	60	24.00	1,440.00
22	box	BALLPEN, Black, 0.5mm, 12 pcs/box (HBW)	10	48.00	480.00
23	box	BALLPEN, Blue, 0.5mm, 12 pcs/box (HBW)	10	48.00	480.00
24	box	PERMANENT MARKER, Black, 12 pcs/box (HBW)	3	192.00	576.00
25	bottle	EPSON INK 001 (BLACK)	40	450.00	18,000.00
26	bottle	EPSON INK 001 (CYAN)	12	295.00	3,540.00
27	bottle	EPSON INK 001 (MAGENTA)	12	295.00	3,540.00
28	bottle	EPSON INK 001 (YELLOW)	12	295.00	3,540.00
29	bottle	HP INK 905XL (BLACK)	25	2,445.00	61,125.00
30	bottle	HP INK 905XL (CYAN)	11	1,330.00	14,630.00
31	bottle	HP INK 905XL (MAGENTA)	11	1,330.00	14,630.00
32	bottle	HP INK 905XL (YELLOW)	11	1,330.00	14,630.00

>>>> NOTHING FOLLOWS <<<<<

Approved Budget for the Contract: Php677,745.00
 PR No.: 2023-03-0520
 Purpose: Purchase & Delivery of Office Supplies for the use of CIS
 PSP-AICS in SWADT Oriental Mindoro for the 2nd Quarter of CY-2023
 Prepared by: Dave T. Corcoro

530,081.00

(Total Amount in Words) **Five Hundred Thirty Thousand Eighty-One Pesos Only** 530,081.00

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

Very truly yours,

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

Date

4.27.2023

Fund Cluster : 101
 Funds Available : 530,081.00

DANILYN T. GALAN

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

ORS/BURS No. : 02-10101-2304-1118

Date of the ORS/BURS : Apr. 19, 2023

Amount : 530,081.00

NOTICE OF AWARD

Date: 11 APR 2023

MS. JOJIE REPIA 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. 2023-03-0520 for the "Purchase & Delivery of Office Supplies for the use of CIS PSP-AICS in SWADT Oriental Mindoro for the 2nd Quarter of CY-2023" is hereby awarded to you as the Lowest Calculated & Responsive Bid at a Contract Price equivalent to Five Hundred Thirty Thousand Eighty-One Pesos Only (Php 530,081.00).

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: 4/22/2023