



PURCHASE ORDER
DSWD MIMAROPA Region
 Entity Name

Supplier: MOSTACO MARKETING	P.O. No.: 2023-05-0431
Address: 68A Lalaine Bennet St., BF Resort Village, Las Piñas City	Date: May 3, 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 Occidental Mindoro Office (M.H. Del Pilar St. Brgy. 7 San Jose Occidental Mindoro)	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, 80qsm, size 210mm x 297mm, A4 size (Croco)	500	243 00	121,500.00
2	ream	PAPER, Multicopy, 80qsm, size 216mm x 330mm, Legal size (Croco)	150	277 00	41,550.00
3	roll	TAPE, Transparent, width 48mm (Excel 50meters)	100	25 00	2,500.00
4	roll	TAPE, Transparent, width 24mm (Excel 50meters)	100	15 00	1,500.00
5	piece	CORRECTION TAPE, 6 meter (min) in individual pack (Prevalled 8m)	150	21 00	3,150.00
6	book	RECORD BOOK, 500 pages, size 214 x 278mm min (Official)	25	185 00	4,625.00
7	piece	SMOOTH INK PEN, Black, liquid/gel ink, 0.5mm needle tip (Energel)	50	125 00	6,250.00
8	piece	STAPLER, Standard, heavy-duty, with staple wire remover (Boss/Prevalled)	50	98 00	4,900.00
9	box	STAPLE WIRE, Standard (Boss/GT/Wells)	100	33 00	3,300.00
10	piece	PUNCHER, For paper, heavy-duty, with two hole guide (Boss/Prevalled)	10	145 00	1,450.00
11	piece	SCISSORS, 8" (Boss/Prevalled)	10	38 00	380.00
12	roll	TAPE, Packaging, 48mm (Excel 50meters)	20	25 00	500.00
13	roll	TAPE, Masking, 48mm (Excel 20yards)	15	65 00	975.00
14	piece	GLUE, Multi-purpose, 240 grams (Elmer's)	5	113 00	565.00
15	pad	NOTE PAD, Stick-on, 3x4, 100 sheets per pad (Boss/HBW/Acura)	10	26 00	260.00
16	box	MARKER PEN, Permanent, Black, 12 pieces per box (HBW 12s)	5	162 00	810.00
17	pack	ENVELOPE, Expanding, Legal, 380mm x 250mm w/string and eyelet	10	1,485 00	14,850.00
18	pack	FOLDER, White, A4 size, 100 pieces per pack (System White)	4	608 00	2,432.00
19	pack	FOLDER, White, Legal size, 100 pieces per pack (System White)	4	608 00	2,432.00
20	piece	ENVELOPE, Plastic, Transparent	100	13 00	1,300.00
21	piece	STAMP PAD INK, Black (HBW 60ml)	25	29 00	725.00
22	piece	HIGHLIGHTER, Assorted colors (multicolor) (Excel 4colors)	100	14 00	1,400.00
23	box	PENCIL, Lead w/eraser, 1 dozen per box (Boss #2)	15	44 00	660.00
24	tube	BALLPEN, Black, 0.5mm, 50 pieces per tube (HBW)	15	169 00	2,535.00
25	tube	BALLPEN, Blue, 0.5mm, 50 pieces per tube (HBW)	15	169 00	2,535.00
26	piece	CALCULATOR, 12 digits (Casio)	8	371 00	2,968.00
27	piece	SCISSORS, Symmetrical blade, length, 65mm (Boss/Prevalled)	20	38 00	760.00
28	piece	CUTTER, With blade, small size	8	21 00	168.00
29	piece	DATER STAMP, Received self ink (Shiny S402)	10	540 00	5,400.00
30	piece	EPSON INK 664, Black	80	245 00	19,600.00
31	piece	EPSON INK 664, Cyan	15	245 00	3,675.00
32	piece	EPSON INK 664, Magenta	15	245 00	3,675.00
33	piece	EPSON INK 664, Yellow	15	245 00	3,675.00
34	piece	EPSON INK 003, Black	80	245 00	19,600.00
35	piece	EPSON INK 003, Cyan	15	245 00	3,675.00
36	piece	EPSON INK 003, Magenta	15	245 00	3,675.00
37	piece	EPSON INK 003, Yellow	15	245 00	3,675.00
38	piece	EPSON INK 001, Black	35	450 00	15,750.00
39	piece	EPSON INK 001, Cyan	12	295 00	3,540.00
40	piece	EPSON INK 001, Magenta	12	295 00	3,540.00
41	piece	EPSON INK 001, Yellow	12	295 00	3,540.00

>>>> NOTHING FOLLOWS <<<<<

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

Approved Budget for the Contract: Php323,825 00 320,000.00
 PR No.: 2023-03-0568
 Purpose: Purchase & Delivery of Office Supplies for the use of CIS
 PSP-AICS in SWADT Occidental Mindoro for the 2nd Quarter of CY-2023
 Prepared by: Dave T. Corcoro

(Total Amount in Words)	Three Hundred Twenty Thousand Pesos Only ^	320,000.00
-------------------------	--	------------

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 L. VELMA SOLE PROPRIETOR	Very truly yours,	<u>[Signature]</u> LEONARDO C. REYNOSO, CESO III Regional Director
	Signature over Printed Name of Supplier		Signature over Printed Name of Authorized
	Date <u>5/18/2023</u>		

Fund Cluster : <u>1</u>	ORs/BURS No. : <u>02-101101-23-05-2398</u>
Funds Available : <u>320,000.00</u>	Date of the ORs/BURS: <u>MAY 9, 2023</u>
<u>[Signature]</u> DANIL M.T. GALAN	Amount : <u>320,000.00</u>
Signature over Printed Name of Accountant III/ Head, Accounting Section	

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. 2023-03-0568 for the "Purchase & Delivery of Office Supplies for the use of CIS PSP-AICS in SWADT Occidental Mindoro Office for the 2nd Quarter of CY-2023" is hereby awarded to you as the Lowest Calculated & Responsive Bid at a Contract Price equivalent to Three Hundred Twenty Thousand Pesos Only (Php 320,000.00).

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