



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

Supplier: **MOSTACO MARKETING** P.O. No.: **2023-03-0159**  
 Address: **68A Lalaine Bennet St., BF Resort Village Las Pinas City** Date: **March 1, 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: **DSWD Field Office MIMAROPA (1680 FT Benitez cor. Malvar Sts. Malate Manila)** 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
<b>Lot 1</b>					
		<b>TRAINING SUPPLIES FOR THE CONDUCT OF INTEGRATED PLANNING COURSE IN ICS</b>			
1	pack	PAPER, Vellum board, A4, 220qsm, 10pcs/pack	3	41.00	123.00
2	ream	PAPER, Multi-purpose (COPY), A4, 70qsm	4	191.00	764.00
3	box	BALLPOINT PEN, Black, 12pcs/box	4	39.00	156.00
4	bottle	EPSON INK 003, Black	3	245.00	735.00
5	piece	PAPER CUTTER	2	15.00	30.00
6	piece	SCISSORS, Symmetrical, blade length: 65mm, heavy duty	2	37.00	74.00
7	piece	CERTIFICATE JACKET	36	46.00	1,656.00
8	pack	LAMINATING FILM, A4, 100 Microns, 100pcs/pack	1	598.00	598.00
9	pack	STICKER PAPER, A4, 150qsm, 20 sheets/pack	4	51.00	204.00
10	piece	STARFILE STORAGE BOX ARLIN	3	325.00	975.00
11	roll	TAPE, Transparent, 24mm	3	15.00	45.00
12	box	PERMANENT MARKER, Broad, 12pcs/box	3	168.00	504.00
13	piece	HARD COVER, File Folder	5	101.00	505.00
		<b>Lot 1 Total</b>			<b>6,369.00</b>
<b>Lot 2</b>					
		<b>TRAINING SUPPLIES FOR THE CONDUCT OF CAPABILITY BUILDING ON DRIMS FOR DSWD MIMAROPA QRT MEMBERS</b>			
1	pack	PAPER, Vellum board, A4, 220qsm, 10pcs/pack	35	41.00	1,435.00
2	ream	PAPER, Multi-purpose (COPY), A4, 70qsm	35	191.00	6,685.00
3	box	BALLPOINT PEN, Black, 12pcs/box	25	39.00	975.00
4	bottle	EPSON INK 003, Black	4	245.00	980.00
5	bottle	EPSON INK 003, Cyan	4	245.00	980.00
6	bottle	EPSON INK 003, Yellow	4	245.00	980.00
7	bottle	EPSON INK 003, Magenta	4	245.00	980.00
8	cartridge	HP LASERJET 17A, CF 217A (Black)	2	3,250.00	6,500.00
9	piece	PAPER CUTTER	3	15.00	45.00
10	piece	SCISSORS, Symmetrical, blade length: 65mm, heavy duty	3	37.00	111.00
11	piece	CERTIFICATE JACKET	300	46.00	13,800.00
12	roll	TAPE, Transparent, 24mm	9	15.00	135.00
13	box	PERMANENT MARKER, Broad, 12pcs/box	10	168.00	1,680.00
14	box	STAPLE WIRE No. 35	8	29.00	232.00
		<b>Lot 2 Total</b>			<b>35,518.00</b>
<b>Lot 3</b>					
		<b>TRAINING SUPPLIES FOR THE CONDUCT OF RET TRAINING</b>			
1	pack	PAPER, Vellum board, A4, 220qsm, 10pcs/pack	4	41.00	164.00
2	ream	PAPER, Multi-purpose (COPY), A4, 70qsm	5	191.00	955.00
3	bottle	EPSON INK 003, Black	3	245.00	735.00
4	bottle	EPSON INK 003, Cyan	1	245.00	245.00
5	bottle	EPSON INK 003, Yellow	1	245.00	245.00
6	bottle	EPSON INK 003, Magenta	1	245.00	245.00
7	piece	PAPER CUTTER	6	15.00	90.00
8	piece	SCISSORS, Symmetrical, blade length: 65mm, heavy duty	5	37.00	185.00
9	roll	TAPE, Transparent, 24mm	3	15.00	45.00
10	box	PERMANENT MARKER, Broad, 12pcs/box	2	168.00	336.00
		<b>Lot 3 Total</b>			<b>3,245.00</b>

(Total Amount in Words)

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. MUMINA**  
**SOLE PROPRIETOR**

Signature over Printed Name of Supplier

Date **3/17/2023**

Very truly yours,

**LEONARDO C. REYNOSO, CESO III**

Signature over Printed Name of Authorized  
**Regional Director**

BENIGNO S. ANTALES

Fund Cluster: **101**

Funds Available: **₱ 427,000**

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

ORS/BURS No.: **02-01001-23-03-0762**

Date of the ORS/BURS: **17/03/2023**

Amount: **₱ 427,000**



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

Supplier: **MOSTACO MARKETING** P.O No.: 2023-03-0159  
 Address: **68A Lalaine Bennet St., BF Resort Village Las Pinas City** Date: March 1, 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: **DSWD Field Office MIMAROPA (1680 F.T. Benitez cor. Malvar Sts. Malate, Manila)** 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
<b>Lot 4</b>					
1	pack	PAPER, Vellum board, A4, 220gsm, 10pcs/pack	3	41.00	123.00
2	ream	PAPER, Multi-purpose (COPY), A4, 70gsm	3	191.00	573.00
3	box	BALLPOINT PEN, Black, 12pcs/box	2	39.00	78.00
4	bottle	EPSON INK 003, Black	2	245.00	490.00
5	piece	PAPER CUTTER	2	15.00	30.00
6	piece	SCISSORS, Symmetrical, blade length: 65mm, heavy duty	3	37.00	111.00
7	piece	CERTIFICATE JACKET	30	46.00	1,380.00
8	roll	TAPE, Transparent, 24mm	3	15.00	45.00
9	box	PERMANENT MARKER, Broad, 12pcs/box	2	168.00	336.00
<b>Lot 4 Total</b>					<b>3,166.00</b>
<b>Lot 5</b>					
1	pack	PAPER, Vellum board, A4, 220gsm, 10pcs/pack	5	41.00	205.00
2	ream	PAPER, Multi-purpose (COPY), A4, 70gsm	4	191.00	764.00
3	box	BALLPOINT PEN, Black, 12pcs/box	2	39.00	78.00
4	bottle	EPSON INK 003, Black	2	245.00	490.00
5	piece	PAPER CUTTER	2	15.00	30.00
6	piece	SCISSORS, Symmetrical, blade length: 65mm, heavy duty	3	37.00	111.00
7	piece	CERTIFICATE JACKET	45	46.00	2,070.00
8	roll	TAPE, Transparent, 24mm	3	15.00	45.00
9	box	PERMANENT MARKER, Broad, 12pcs/box	2	168.00	336.00
<b>Lot 5 Total</b>					<b>4,129.00</b>
<b>Lot 1 Total</b>					<b>6,369.00</b>
<b>Lot 2 Total</b>					<b>35,518.00</b>
<b>Lot 3 Total</b>					<b>3,245.00</b>
<b>Lot 4 Total</b>					<b>3,166.00</b>
<b>Lot 5 Total</b>					<b>4,129.00</b>
<b>GRAND TOTAL</b>					<b>52,427.00</b>

*Inspected by:*  
  
 Dave T. Corcoro  
 3/28/23

Approved Budget for the Contract: Php66,296.00  
 PR No.: 2023-02-0222  
 Purpose: Purchase & Delivery of Training Supplies for the Various Activities of Disaster Response Management Division (DRMD)  
 Prepared by: Dave T. Corcoro

(Total Amount in Words) **Fifty-Two Thousand Four Hundred Twenty-Seven Pesos Only** **52,427.00**

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 item/s.

Conforme:   
**JOJIE R. VERINA**  
 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: **3/17/2023**

BENJIE ANZALES

Fund Cluster: **1**  
 Funds Available:   
**DANILYN T. GALAN**  
 Signature over Printed Name of Accountant/III/ Head, Accounting Section

ORS/BURS No.: \_\_\_\_\_  
 Date of the ORS/BURS: \_\_\_\_\_  
 Amount: \_\_\_\_\_

## NOTICE OF AWARD

March 1, 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. 2023-02-0222 for the "**Purchase & Delivery of Training Materials for the Various Activities of Disaster Response Management Division (DRMD)**" is hereby awarded to you as the Bidder with the Lowest Calculated & Responsive Bid at a Contract Price equivalent to **Fifty-Two Thousand Four Hundred Twenty-Seven Pesos Only (Php 52,427.00)**.

You are therefore required to comply with the Terms and Conditions stated in the PO No. 2023-03-0159 from the receipt of this Notice of Award.

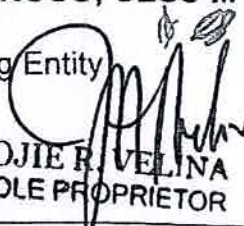
Please signify your conformity by signing below and transmitting a signed copy to us.

Very truly yours,

**LEONARDO C. REYNOSO, CESO III**  
Regional Director  
Head of the Procuring Entity

  
BY: **BENCHES GONZALES**

Conforme:

  
**JOJIE R. VELINA**  
SOLE PROPRIETOR

(Signature over Printed Name of Bidder's Authorized Representative)

**MOSTACO MARKETING**

Date: \_\_\_\_\_

3/17/2023