



PURCHASE ORDER
DSWD MIMAROPA Region
 Entity Name

Supplier: MOSTACO MARKETING	P.O. No.: 2023-05-0428
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 Romblon Office (Servañez Bldg., Brgy. Liwayway, Odiongan, Romblon)	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	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 2nd Quarter of CY-2023
 Prepared by: Dave T. Corcoro

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

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

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

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 2nd 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