



PURCHASE ORDER
DSWD MIMAROPA Region
 Entity Name

Supplier : **MOSTACO MARKETING** P.O. No. : **2024-02-0099**
 Address : **68A Lalaine Bennet St., BF Resort Village, Las Pinas City** Date : **February 28, 2024**
 TIN : Mode of Procurement : **Shopping-B**

Gentlemen:
 Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery : **Pantawid Provincial Operation Office, 2nd Floor, E and F Building, Rizal St., Brgy. Pob VI, San Jose, Occidental Mindoro** Delivery Term : **FOB Destination**
 Date of Delivery : **Twenty (20) Calendar Days after receipt of Approved Purchase Order** Payment Term : **15-30 days upon final inspection**


STOCK Property No.	Unit	Description	Quantity	Unit Cost	Amount
SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR PANTAWID POO, OCCIDENTAL MINDORO FOR 1ST QUARTER, 2024					
1	box	FASTENER, metal, non-sharp edges, 50sets/box - TIGER	14	46.00	644.00
2	pack	PHOTO PAPER, A4, 10pieces/pack - ELIT INKJET A4 200GSM 10S	6	110.00	660.00
3	box	PLASTIC FASTENER, 50pieces/box - RAMBO/PRINCE	3	32.00	96.00
4	piece	SIGN PEN, Extra Fine Tip, Black - P537 0.5 GEL	119	15.00	1,785.00
5	piece	SIGN PEN, Extra Fine Tip, Blue- P537 0.5 GEL	84	15.00	1,260.00
6	bottle	INK, for stamp pad - HBW 60ML PURPLE	7	29.00	203.00
7	roll	TAPE, masking, 24mm - EXCEL 20Y	23	29.00	667.00
8	roll	TAPE, packaging, 48 mm - EXCEL 50M	8	24.00	192.00
9	roll	TAPE, transparent, 24mm- EXCEL 50M	15	15.00	225.00
10	roll	TAPE, transparent, 48 mm - EXCEL 50M	50	24.00	1,200.00
11	box	CLIP, backfold, 19mm - BOSS/DIAMOND	12	15.00	180.00
12	box	CLIP, backfold, 25mm - BOSS/DIAMOND	16	20.00	320.00
13	box	CLIP, backfold, 32mm - BOSS/DIAMOND	104	28.00	2,912.00
14	box	CLIP, backfold, 50mm - BOSS/DIAMOND	67	72.00	4,824.00
15	piece	CORRECTION TAPE, film based type, 8meters - PREVAILED 8M	249	20.00	4,980.00
16	set	MARKER, Fluorescent, 3 colors per set, assorted colors - EXCEL (GREEN,ORANGE,YELLOW)	4	39.00	156.00
17	piece	MARKER, Permanent, Black - HBW	26	13.00	338.00
18	piece	MARKER, Whiteboard, Black - EXCEL	1	17.00	17.00
19	box	PAPER CLIP, vinly/plastic coated, 33mm - RAMBO/PRINCE	88	10.00	880.00
20	box	PAPER CLIP, vinly/plastic coated, jumbo, 50mm - RAMBO/PRINCE	44	21.00	924.00
21	pad	NOTEPAD, stick-on, 50mm x 76mm (2" x 3") - BOSS/HBW/ACURA	32	17.00	544.00
22	pad	NOTEPAD, stick-on, 76mm x 76mm (3" x 3") - BOSS/HBW/ACURA	104	20.00	2,080.00
23	ream	PAPER, MULTICOPY, A4, 80gsm - CROCO 80GSM	12	211.00	2,532.00
24	ream	PAPER, MULTICOPY LEGAL, 80 gsm - CROCO 80GSM	19	240.00	4,560.00
25	piece	Brother Ink LC3617 - Black - BROTHER LC-3617	10	695.00	6,950.00
26	piece	Brother Ink LC3617 - Magenta - BROTHER LC-3618	5	595.00	2,975.00
27	piece	Brother Ink LC3617 - Cyan - BROTHER LC-3619	5	595.00	2,975.00
28	piece	Brother Ink LC3617 - Yellow - BROTHER LC-3620	5	595.00	2,975.00
29	bottle	INK CARTRIDGE, EPSON 005, Black, 120ml - EPSON 005	16	295.00	4,720.00
30	bottle	INK EPSON 001, Black	12	245.00	2,940.00
31	bottle	INK EPSON 001, Cyan	10	245.00	2,450.00
32	bottle	INK EPSON 001, Magenta	10	245.00	2,450.00
33	bottle	INK EPSON 001, Yellow	10	245.00	2,450.00
34	piece	RETRACTABLE PEN, black, 0.5 - HBW OG-5	62	6.00	372.00
*****nothing follows***** page 1 of 1					
Approved Budget for the Contract: Php80,186.13 PR No. 2024-02-0120 Purpose: SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR PANTAWID POO, OCCIDENTAL MINDORO FOR 1ST QUARTER, 2024 Prepared by: Emma Joy C. Nolasco					

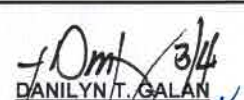
(Total Amount in Words) **Sixty Three Thousand Four Hundred Thirty Six Pesos Only** **63,436.00**

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:

 Signature over Printed Name of Supplier
JOY R. VELINA
 3/11/24
 Date

Very truly yours,

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

Fund Cluster : **01-101**
 Funds Available : **63,436.00**

DANILYN T. GALAN
 Signature over Printed Name of Accountant III / Section Head, Accounting Section

ORS/BURS No. : **2024-02-1024**
 Date of the ORS/BURS: **3/11/24**
 Amount : **63,436.00**



NOTICE OF AWARD

Date: 27 FEB 2024

MS. JOJIE R. VELINA

Proprietor

MOSTACO MARKETING

68A Lalaine Bennet St., BF Resort Village, Las Pinas City

Dear **Ms. Velina:**

We are pleased to inform you that the RFQ No. 2024-02-0120 for "Supply and Delivery of Office Supplies for Pantawid POO, Occidental Mindoro for 1st Quarter, 2024" is hereby awarded to you as the Bidder with the Lowest Calculated Responsive Bid at a Contract Price equivalent to **Sixty Three Thousand Four Hundred Thirty Six Pesos Only (Php63,436.00)**.

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:

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

MOSTACO MARKETING

Date: 3/11/24