



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

Supplier : **MOSTACO MARKETING** P.O. No. : **2024-02-0096**  
 Address : **68A Lalaine Bennet St., BF Resort Village, Las Pinas City** Date : **February 28, 2023**  
 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, G7 Bldg. Unit 2/2nd Floor, 131 National Highway, San Pedro, Puerto Princesa City, Palawan 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

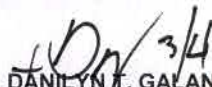
STOCK Property No.	Unit	Description	Quantity	Unit Cost	Amount
<b>SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR PANTAWID POO, PALAWAN FOR 1ST QUARTER, 2024</b>					
1	piece	BALLPOINT PEN, Retractable, fine point, 0.5 black - HBW OG-5	47	6.00	282.00
2	jar	GLUE, all purpose, gross weight: 250 grams min - JOY 250 GRAMS	5	52.00	260.00
3	piece	MARKER, PERMANENT, bullet type, black REFILLABLE - PILOT	25	39.00	975.00
4	pack	MULTI-COLORED PAPER, A4 orange (250 sheets/pack)- NAPCO/MORE 80GSM REPACK 250S	1	245.00	245.00
5	pack	MULTI-COLORED PAPER, A4 pink (250 sheets/pack) - NAPCO/MORE 80GSM REPACK 250S	1	245.00	245.00
6	ream	PAPER, MULTI-PURPOSE (COPY) A4, 70GSM,210mmX297mm - CROCO 70GSM	216	173.00	37,368.00
7	ream	PAPER, MULTI-PURPOSE (COPY) LEGAL, 70GSM,216mmX330mm - CROCO 70GSM	131	197.00	25,807.00
8	pair	SCISSORS, symmetrical, blade length: 65mm min - 8" BOSS/PREVAILED/UK	2	37.00	74.00
9	piece	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip - P537 0.5 GEL	10	15.00	150.00
10	box	STAPLE WIRE #35	12	30.00	360.00
11	roll	TAPE, PACKAGING, width: 48mm (±1mm) - BOSS/GT/WELLS	29	24.00	696.00
12	roll	Industrial Pallet Stretch Film, Jack Wrap, 500mm x 500m x 20 microns (3"core) - PALLET STRETCH FILM 20MIC X 500MM X 500MM 3.6 KILOS	1	540.00	540.00
13	bottle	INK, BROTHER PRINTER, BT5000, CYAN	3	350.00	1,050.00
14	bottle	INK, BROTHER PRINTER, BT5000, MAGENTA	3	350.00	1,050.00
15	bottle	INK, BROTHER PRINTER, BT5000, YELLOW	3	350.00	1,050.00
16	bottle	INK, BROTHER PRINTER, BT5000, BLACK	5	350.00	1,750.00
17	piece	INK, BROTHER PRINTER, DCP-T710W, BLACK	3	350.00	1,050.00
18	piece	INK, BROTHER PRINTER, DCP-T710W, CYAN	3	350.00	1,050.00
19	piece	INK, BROTHER PRINTER, DCP-T710W, MAGENTA	3	350.00	1,050.00
20	piece	INK, BROTHER PRINTER, DCP-T710W, YELLOW	3	350.00	1,050.00
21	cart	INK, EPSON, BLACK 001	14	245.00	3,430.00
*****NOTHING FOLLOWS***** page 1 of 1					
Approved Budget for the Contract: Php80,732.00 PR No. 2024-02-0121 Purpose: SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR PANTAWID POO, PALAWAN FOR 1ST QUARTER, 2024 Prepared by: Emma Joy C. Nolasco					

(Total Amount in Words) **Seventy Nine Thousand Five Hundred Thirty Two Pesos Only** 79,532.00

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

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

Fund Cluster : 01-101  
 Funds Available : 79,532.00  
  
 DANILYN T. GALAN  
 Signature over Printed Name of Accountant III Section Head, Accounting Section

ORS/BURS No. : 2024-02-1027  
 Date of the ORS/BURS: 3/1/24  
 Amount : 79,532.00

## 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. 2024-02-0121 for "Supply and Delivery of Office Supplies for Pantawid POO, Palawan for 1st Quarter, 2024" is hereby awarded to you as the Bidder with the Lowest Calculated Responsive Bid at a Contract Price equivalent to **Seventy Nine Thousand Five Hundred Thirty Two Pesos Only (Php79,532.00)**.

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

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

**MOSTACO MARKETING**

Date: 3/11/24