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## NOTICE OF AWARD

DATE: MAR 19 2024

**Ms. Jojie R. Velina**  
Authorized Representative  
MOSTACO MARKETING  
68A LALAINA BENNET STREET BF RESORT VILLAGE LAS PINAS CITY

Dear **Ms. Velina**:

We are pleased to inform you that the RFQ No. 2024-03-0206 for the "Purchase Request of Office Supplies to be use by Social Pension Program staffs in Regional office (1st SEM CY 2024)." is hereby awarded to you as the Bidder with the Lowest Calculated & Responsive Bidder at a Contract Price equivalent to **Sixty Five Thousand Three Hundred Thirty One Pesos Only (Php 65,331.00)** inclusive of applicable taxes.

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: 4/11/24



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

Supplier : <b>MOSTACO MARKETING</b>	P.O. No. : <b>2024-03-0157</b>
Address : <b>68A LALAIN BENNET STREET BF RESORT VILLAGE LAS PINAS CITY</b>	Date : <b>MARCH 25, 2024</b>
TIN : <b>915-524-116-000</b>	Mode of Procurement : <b>SHOPPING - B</b>

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

Place of Delivery : <b>DSWD FO MIMAROPA - 1680 F.T. Benitez cor Malvar Sts. Malate, Manila</b>	Delivery Term : <b>Full Term</b>
Date of Delivery : <b>Fifteen (15) Calendar days upon receipt of approved Purchase Order (P.O.)</b>	Payment Term : <b>15-30 days upon final inspection</b>

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
		<b>Office Supplies to be use by Social Pension Program staffs in Regional office (1st SEM CY 2024)</b>			
1	piece	Rollerball Pen, 0.3mm, Black - (PILOT GTECH C3 0.3)	50	78.00	3,900.00
2	piece	Rollerball Pen, 0.3mm, Blue - (PILOT GTECH C3 0.3)	50	78.00	3,900.00
3	pack	Battery Dry cell, Size AAA, 3 pcs - (MAXEL 4S)	5	65.00	325.00
4	pack	Battery Dry cell, Size AA, 4 pcs - (MAXEL 4S)	5	52.00	260.00
5	piece	Glue Stick (Not for glue gun) - A+ 8G	20	13.00	260.00
6	gallon	Alcohol, Ethyl 1 gallon - (PRESTIGE 1 GAL)	10	143.00	1,430.00
7	unit	Digital Voice Recorder - (128GB USB DIGITAL) Type: Digital audio/voice recorder pen - (VOICE RECORDING) Material: Zinc-aluminum alloy - (AUDIO PEN PORTABLE TF CARD, NOISE CANCELLATION MP3) Color: Black, TF card: Up to 128GB, OTG phone connection: Support Files Format: MP3/WAV, Music Format: MP3/WAV/WMA BIT rate: 384kbps; Sampling rate: 48KHz; Gross weight: 80g; Net weight: 60g	1	2,952.00	2,952.00
8	piece	Flash drive, 16GB - (HIKVISION 16GB 2.0)	6	189.00	1,134.00
9	Unit	Calculator, Compact (12 digits) - (CASIO MX-12B)	5	358.00	1,790.00
10	piece	Correction Tape - (PREVAILED 8M)	50	20.00	1,000.00
11	box	Clip, Backfold, 19mm, 12pcs per box - (BOSS/DIAMOND)	10	15.00	150.00
12	box	Clip, Backfold, 25mm, 12pcs per box - (BOSS/DIAMOND)	10	20.00	200.00
13	box	Clip, Backfold, 32mm, 12pcs per box - (BOSS/DIAMOND)	10	28.00	280.00
14	box	Clip, Backfold, 50mm, 12pcs per box - (BOSS/DIAMOND)	10	71.00	710.00
15	cart	Hp ink 680 Black - (HP 680)	11	555.00	6,105.00
16	cart	Hp ink 680 Tri-color - (HP 680)	11	555.00	6,105.00
17	pack	Highlighter, Tip type Chisel, Color yellow, 4pcs - EXCEL(Green, Orange, Yellow, Blue)	10	52.00	520.00
18	Box	Brown Envelope, A4 size, 500 Pcs per box - (BROWN #150 500S)	1	910.00	910.00
19	piece	Brother Toner Cartridge TN-2360 - (BROTHER TN-2360)	3	1,890.00	5,670.00
20	piece	Packaging tape, width 24mm, transparent - (EXCEL 50M)	30	15.00	450.00
21	piece	Packaging tape, width 48mm, transparent - (EXCEL 50M)	30	24.00	720.00
22	ream	Paper Multi purpose copy, A4 size, 80gsm - (CROCO 80GSM)	80	211.00	16,880.00
23	ream	Paper Multi purpose copy, Legal size, 80gsm - (CROCO 80GSM)	30	240.00	7,200.00
24	piece	Pencil Sharpener, 4.5, Stainless steel with Metal body - (MATRIX)	1	284.00	284.00
25	roll	Tape Transparent 24mm - (EXCEL 50M)	10	15.00	150.00
26	roll	Beige Masking Tape, 18mm x 50m - (EXCEL/KING 50M)	3	72.00	216.00
27	roll	Duct Tape 25m x 50mm, Black, Gloss Finish - (KING 48MM X 25M)	3	167.00	501.00
28	piece	Tape dispenser, Table top - (BOSS.PREVAILED/UK)	3	91.00	273.00
29	pad	Notepad, Fluorescent pad, 3 in 1 Color - (HBW 3IN1COLORS 2.5X7.5CMX3X100 S)	24	44.00	1,056.00
<b>***NOTHING FOLLOWS***</b>					
Approved Budget for the Contract: Php72,418.36 PR No.: 2024-03-0206 Purpose: Purchase of Office Supplies to be use by Social Pension Program staffs in Regional office (1st SEM CY 2024) Prepared by: Bryan F. Cumigad					

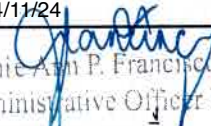
(Total Amount in Words)	<b>Sixty Five Thousand Three Hundred Thirty One Pesos Only.</b>	<b>65,331.00</b>
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In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.

Conforme:   
 Signature over Printed Name of Supplier

Very truly yours:   
 Signature over Printed Name of Authorized Official  
**Regional Director**

Date: **4/11/24**

  
 Signature over Printed Name of: **Jeanie Ann P. Francisco**  
 Administrative Officer II  
 I - Head, Accounting Section

Fund Cluster : <b>1</b>	ORS/BURS No. : <b>2024-04-1799</b>
Funds Available : <b>₱ 65,331.00</b>	Date of the ORS/BURS: <b>03 APRIL 2024</b>
	Amount : <b>₱ 65,331.00</b>