



PURCHASE ORDER
DSWD MIMAROPA Region
 Entity Name

Supplier : MOSTACO MARKETING	P.O. No. : 2024-04-0197
Address : 68A Lalaine Bonnet St. BF Resort Village Las Pinas City	Date : April 15 2024
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 MIMAROPA (1680 F.T. Benitez cor. Malvar St., Malate, Manila)	Delivery Term : Full Term
Date of Delivery : Fifteen (15) Calendar days upon receipt of approved Purchase Order (P.O.)	Payment Term : 15-30 days upon final inspection


Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	Gallon	ALCOHOL, ETHYL, 1 GALLON Prestige 1gallon	18	138.00	2,484.00
2	Bottle	ALCOHOL, ETHYL, 500 ML Prestige/Supreme 500ml	12	44.00	528.00
3	Piece	BALLPEN 0.5 BLACK HBW	50	4.00	200.00
4	Piece	BALLPEN 0.5 BLUE HBW	50	4.00	200.00
5	Pack	BATTERY, DRY CELL, SIZE AA (2PCS/PACK) Maxell 2s	10	25.00	250.00
6	Pack	BATTERY, DRY CELL, SIZE AAA (2PCS/PACK) Maxell 2s	10	32.00	320.00
7	Pack	BATTERY, DRY CELL, SIZE D (2PCS/PACK) Maxell 2s	2	88.00	176.00
8	Unit	CALCULATOR, COMPACT 12 DIGITS Casio MX1B	5	344.00	1,720.00
9	Piece	CERTIFICATE HOLDER BLACK & GREEN Adventurer A4	20	44.00	880.00
10	pack	CLEARBOOK REFILL, LEGAL, 27 HOLES, 10 SHEETS Refill Long 20s	20	20.00	400.00
11	Piece	CLEARBOOK, A4 SIZE Spiral A4	5	32.00	160.00
12	Piece	CLEARBOOK, LEGAL SIZE Spiral Long	5	38.00	190.00
13	Box	CLIP, BACKFOLD, 19MM Boss/Diamond	4	14.00	56.00
14	Box	CLIP, BACKFOLD, 25MM Boss/Diamond	7	19.00	133.00
15	Box	CLIP, BACKFOLD, 32MM Boss/Diamond	4	27.00	108.00
16	Box	CLIP, BACKFOLD, 50MM Boss/Diamond	4	68.00	272.00
17	Piece	CORRECTION TAPE Prevalled 8m	180	19.00	3,420.00
18	Piece	CUTTER/UTILITY KNIFE, FOR GENERAL PURPOSE Local Generic Big	4	12.00	48.00
19	Piece	DATA FILE BOX Magazine box Single	20	88.00	1,760.00
20	Piece	DATA FOLDER Archfile Horizontal	10	97.00	970.00
21	Piece	DATER STAMP Shiny S300	2	332.00	664.00
22	Box	DISPOSABLE GLOVES Vinyl/Nitrile 100s	1	237.00	237.00
23	Roll	DOUBLE SIDED TAPE (1 INCH) NON-FOAM TYPE Excel 10M	15	19.00	285.00
24	Box	ENVELOPE, EXPANDING, KRAFT, 100PCS Kraft w/ Garter 100s	2	1,375.00	2,750.00
25	Box	ENVELOPE, MAILING Mailing White no window	1	319.00	319.00
26	Piece	EXTENSION CORD, 3 GANG Omni weu-103-PK	1	500.00	500.00
27	Box	FASTENER, PLASTIC Rambo/Prince	3	30.00	90.00
28	Piece	FILE ORGANIZER, EXPANDING, PLASTIC LEGAL Accordion w/o Handle	1	147.00	147.00
29	Piece	Flash Drive 8GB Sandisk 8GB 2.0	4	359.50	1,438.00
30	Pack	FOLDER WITH TAB, A4 50PCS/PACK Tagboard A4 50s	1	260.00	260.00
31	Pack	FOLDER WITH TAB, Legal 50PCS/PACK Tagboard long 50s	1	260.00	260.00
32	Pack	FOLDER L-TYPE, A4 12PCS/PACK Ltype Clear A4/short 12s	1	60.00	60.00
33	Pack	FOLDER L-TYPE, LEGAL 12PCS/PACK Ltype Clear long 12s	1	68.00	68.00
34	Box	FOLDER PRESSBOARD, WHITE Veco PB Local White 100s	2	1,875.00	3,750.00
35	unit	GLUE GUN SK/Tiger small	1	150.00	150.00
36	Pack	GLUE STICK FOR GULE GUN Glue Stick small 100s	1	438.00	438.00
37	Pack	GLUE STICK PASTE A+ 8G	1	13.00	13.00
38	Jar	GLUE, ALL-PURPOSE Kippy 200 grams	5	88.00	440.00
39	Bottle	INK, EPSON C13T03Y200 (T03Y200), BLACK Epson 001	6	245.00	1,470.00
40	Bottle	INK, EPSON C13T03Y200 (T03Y200), CYAN Epson 001	2	245.00	490.00
41	Bottle	INK, EPSON C13T03Y200 (T03Y200), MAGENTA Epson 001	2	245.00	490.00
42	Bottle	INK, EPSON C13T03Y200 (T03Y200), YELLOW Epson 001	2	245.00	490.00
PAGE 1 OF 3					29,084.00
Approved Budget for the Contract: Php191,809.63 PR No.: 2024-03-0255 Purpose: Office Supplies and materials for the use of all Division in DSWD MIMAROPA for the 1st semester of 2024 Prepared by: Mark Anthony Diones					

(Total Amount in Words)	SUB TOTAL	29,084.00
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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 item/s.

Conforme:

JOSE R. VELINA
 Signature over Printed Name of Supplier

Very truly yours,

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

Date 4/22/24

Fund Cluster : **101**
 Funds Available : **107,084.00**

REYNOLD WILBERT L. TONGDO
 Signature over Printed Name of Accountant II - Head, Accounting Section

ORS/BURS No. : **1024/101-2024-04-0197**
 Date of the ORS/BURS: **April 15, 2024**
 Amount : **107,084.00**



PURCHASE ORDER
DSWD MIMAROPA Region
 Entity Name

Supplier : **MOSTACO MARKETING** P.O. No. : 2024-04-0197
 Address : **68A Lalaine Bennet St. BF Resort Village Las Pinas City** Date : **April 15 2024**
 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 MIMAROPA (1680 F.T. Benitez cor. Malvar St., Malate, Manila)** Delivery Term : **Full Term**
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Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
43	Bottle	INK, EPSON C13T664100 (T6641), BLACK Epson T664	6	240.00	1,440.00
44	Bottle	INK, EPSON C13T664300 (T6643), MAGENTA Epson T664	4	240.00	960.00
45	Bottle	INK, EPSON C13T664400 (T6644), YELLOW Epson T664	4	240.00	960.00
46	Bottle	INK BOTTLE HP, GT52, CYAN, ORIGINAL HP GT52	2	265.00	530.00
47	Bottle	INK BOTTLE HP, GT52, MAGENTA, ORIGINAL HP GT52	2	265.00	530.00
48	Bottle	INK BOTTLE HP, GT52, YELLOW, ORIGINAL HP GT52	2	265.00	530.00
49	Bottle	INK BOTTLE HP, GT53, XL, BLACK, ORIGINAL HP GT53 XL	6	350.00	2,100.00
50	Bottle	INK, EPSON C13T664200 (T6642), CYAN Epson T664	4	240.00	960.00
51	Cart	INK CARTRIDGE, HP CZ107AA (HP678), BLACK HP 678	4	575.00	2,300.00
52	Cart	INK CARTRIDGE, HP CZ108AA (HP678), TRI-COLOR HP 678	4	575.00	2,300.00
53	Cart	INK CARTRIDGE, HP F6V26AA (HP680), TRI-COLOR HP 680	8	555.00	4,440.00
54	Cart	INK CARTRIDGE, HP F6V27AA (HP680), BLACK HP 680	10	555.00	5,550.00
55	Bottle	INK, FOR STAMP PAD, BLACK HBW 60ml	7	25.00	175.00
56	Pack	LAMINATING FILM, A4 Size, 100/Pack LCT A4 125 microns	1	600.00	600.00
57	Piece	LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 WATTS Crompton Eco DL7W	10	88.00	880.00
58	Piece	LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 WATTS Crompton Eco DL18W	30	150.00	4,500.00
59	Bundle	LOOSELEAF COVER 50/BUNDLE Loose Leaf 50s	18	1,680.00	30,240.00
60	Piece	MAGAZINE FILE BOX, LARGE Magazine box double	8	188.00	1,504.00
61	Set	MARKER, FLOURECENT (3 COLOR/SET) Excel (Green, Orange, Yellow)	14	38.00	532.00
62	Piece	MARKER, PERMANENT, BLACK HBW	24	13.00	312.00
63	Piece	MARKER, PERMANENT, BLUE HBW	23	13.00	299.00
64	Piece	MARKER, PERMANENT, RED HBW	3	13.00	39.00
65	Piece	MARKER, WHITEBOARD, BLACK Excel	15	16.00	240.00
66	Piece	MARKER, WHITEBOARD, BLUE Excel	6	16.00	96.00
67	Piece	MARKER, WHITEBOARD, RED Excel	5	16.00	80.00
68	Pad	NOTEPAD, STICK-ON, 50MM x 76MM Boss/HBW/Acura	14	17.00	238.00
69	Pad	NOTEPAD, STICK-ON, 76MM x 100MM Boss/HBW/Acura	25	24.00	600.00
70	Pad	NOTEPAD, STICK-ON, 76MM x 76MM Boss/HBW/Acura	10	19.00	190.00
71	Box	PAPER CLIP, VINYL/PLASTIC COATED, 33MM Rambo/Prince	3	9.00	27.00
72	Box	PAPER CLIP, VINYL/PLASTIC COATED, JUMBO 50MM Rambo/Prince	7	20.00	140.00
73	Ream	PAPER, MULTICOPY, A4 80GSM Croco 80 gsm	115	211.00	24,265.00
74	Ream	PAPER, MULTICOPY, LEGAL 80GSM Croco 80 gsm	59	240.00	14,160.00
75	Pack	PAPER, PARCHMENT (100SHEETS/PACK) Good Deal A4 80 gsm 100s	1	275.00	275.00
76	Piece	PENCIL SHARPENER Matrix	1	273.00	273.00
77	Pack	PHOTO PAPER (10 PCS/PACK) A4 110GSM Asia Matte-110gsm A4 10s	7	113.00	791.00
78	Pack	PUSH PIN 30PCS/PACK Joy/HBW 30s	10	12.00	120.00
79	Piece	RECORD BOOK, 300 PAGES Official vision	5	135.00	675.00
80	Piece	RECORD BOOK, 500 PAGES Official vision	7	173.00	1,211.00
81	Piece	ROLLERBALL PEN, 0.5MM, HYBRID NEEDLE TIP WATERPROOF BLACK Schneider one hybrid	50	94.00	4,700.00
82	Piece	ROLLERBALL PEN, 0.5MM, HYBRID NEEDLE TIP WATERPROOF BLUE Schneider one hybrid	50	94.00	4,700.00
83	Piece	SCISSORS, SYMMETRICAL/ASYMMETRICAL 8" Boss/Prevalled/UK	11	36.00	396.00
84	Piece	SIGN PEN, BLACK 0.5MM P537 0.5	50	15.00	750.00
PAGE 2 OF 3					115,608.00
Approved Budget for the Contract: Php191,809.63 PR No.: 2024-03-0255 Purpose: Office Supplies and materials for the use of all Division in DSWD MIMAROPA for the 1st semester of 2024 Prepared by: Mark Anthony Diones					


(Total Amount in Words) **SUB TOTAL** **115,608.00**

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
 Date 4/22/24

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

Fund Cluster : 101
 Funds Available : 121,083.00


REYNOLD WILBERT L. TONGDO, R.
 Signature over Printed Name of Accountant II - Head, Accounting Section

ORS/BURS No. : 070001-2403-04-0213
 Date of the ORS/BURS: Apr 17, 2024
 Amount : 121,083.00



PURCHASE ORDER
DSWD MIMAROPA Region
Entity Name

Supplier : **MOSTACO MARKETING** P.O. No. : **2024-04-0197**
 Address : **68A Lalaine Bennet St. BF Resort Village Las Pinas City** Date : **April 15 2024**
 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 MIMAROPA (1680 F.T. Benitez cor. Malvar St., Malate, Manila)** Delivery Term : **Full Term**
 Date of Delivery : **Fifteen (15) Calendar days upon receipt of approved Purchase Order (P.O.)** Payment Term : **15-30 days upon final inspection**

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
85	Piece	SIGN PEN, BLUE 0.5MM P537 0.5	50	15.00	750.00
86	Piece	SIGN PEN, EXTRA FINE TIP, BLACK 0.3MM My Gel 0.3	20	27.00	540.00
87	Piece	SIGN PEN, EXTRA FINE TIP, BLUE 0.3MM My Gel 0.3	20	27.00	540.00
88	Piece	SIGN PEN, EXTRA FINE TIP, RED 0.3MM My Gel 0.3	10	27.00	270.00
89	Piece	SIGN PEN, MEDIUM TIP, BLACK 0.7MM My gel 0.7	75	23.00	1,725.00
90	Piece	SIGN PEN, MEDIUM TIP, BLUE 0.7MM My gel 0.7	25	23.00	575.00
91	Piece	SIGN PEN, MEDIUM TIP, RED 0.7MM My gel 0.7	10	23.00	230.00
92	Piece	STAMP PAD, FELT #1 Joy/HBW	5	50.00	250.00
93	Piece	STAPLE REMOVER, PLIER-TYPE, METAL Plier Joy/HBW/UK	5	54.00	270.00
94	Box	STAPLE WIRE, HEAVY DUTY (BINDER TYPE), 23/13 Eagle/Etona	1	38.00	38.00
95	Box	STAPLE WIRE, STANDARD TYPE Boss/GT/wells	23	28.00	644.00
96	Piece	STAPLER, STANDARD TYPE Boss/Prevailed	7	90.00	630.00
97	Pack	STICKER PAPER, 10 PCS/PACK Veco/Acacia Glossy A4 10S	2	33.00	66.00
98	Piece	STORAGE BOX, 67 LITERS Flexibox 67L	6	625.00	3,750.00
99	Piece	TAPE DISPENSER, 1", TABLE TOP Boss/Prevailed/UK	2	88.00	176.00
100	Roll	TAPE MASKING, 24MM 50 METERS Excel 50m	38	50.00	1,900.00
101	Roll	TAPE MASKING, 48MM 50 METERS Excel 50m	5	94.00	470.00
102	Roll	TAPE PACKAGING, 48MM 50 METERS Excel 50m	5	23.00	115.00
103	Roll	TAPE TRANSPARENT, 24MM 50 METERS Excel 50m	125	14.00	1,750.00
104	Roll	TAPE TRANSPARENT, 48MM 50 METERS Excel 50m	14	23.00	322.00
105	Roll	TWINE, PLASTIC Twine 1 kilo	5	68.00	340.00
106	Pack	VELLUM BOARD PAPER, 220 GSM, 10PCS/PACK Elit A4 220gsm 10s White	60	34.00	2,040.00

*** Nothing Follows***


PAGE 3 OF 3


Approved Budget for the Contract: Php191,809.63
 PR No.: 2024-03-0255
 Purpose: Office Supplies and materials for the use of all Division
 in DSWD MIMAROPA for the 1st semester of 2024
 Prepared by: Mark Anthony Diones

17,391.00

(Total Amount in Words) **One Hundred Sixty-Two Thousand Eighty-Three Pesos Only** **162,083.00**

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:

JODIE R. VELINA
 Signature over Printed Name of Supplier

Very truly yours,

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

Date **4/22/24**

Fund Cluster : **1**
 Funds Available : **1,000,000.00**

REYNOLD WILBERT L. TONGDO
 Signature over Printed Name of Accountant II - Head, Accounting Section

ORS/BURS No. : **2024-04-0197**
 Date of the ORS/BURS : **Apr 15, 2024**
 Amount : **162,083.00**

NOTICE OF AWARD

DATE: 12 APR 2024

Ms. Jojie R. Velina
Authorized Representative
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. 2024-03-0255 for the "Supply and Delivery of Office Supplies and materials for the use of all Division in DSWD MIMAROPA for the 1st semester of 2024" is hereby awarded to you as the Bidder with the Lowest Calculated & Responsive Bidder at a Contract Price equivalent to One Hundred Sixty-Two Thousand Eighty-Three Pesos Only (Php162,083.00).


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


TERESITA L. VALENTINO
Officer-In-Charge
Special Order no. ____ Series of ____

Conforme:



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

MOSTACO MARKETING

Date: 4/22/24