



PURCHASE ORDER
DSWD MIMAROPA Region
 Entity Name

Supplier : MOSTACO MARKETING	P.O. No. : 2024-04-0211
Address : 68A Lalaine Bennet St., BF Resort Village, Las Piñas City	Date : April 23, 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 : SWADT Oriental Mindoro Office (2F RKT Bldg., Bayabas St., Latud, Catapan City, Oriental Mindoro)	Delivery Term : Full Term
Date of Delivery : Twenty (20) 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	ream	PAPER, Multicopy, 80gsm, size: 210mm x 297mm (A4) (Croco 80gsm)	200	288.00	57,600.00
2	ream	PAPER, Multicopy, 80gsm, size: 216mm x 330mm (Legal) (Croco 80gsm)	200	297.00	59,400.00
3	box	BINDER CLIPS, 12pcs/box (3/4 19mm) (Boss/Diamond)	20	19.00	380.00
4	box	BINDER CLIPS, 12pcs/box (1inch 25mm) (Boss/Diamond)	20	25.00	500.00
5	box	PAPER CLIPS, 100 pieces per box (33mm) (Rambo/Prince)	20	12.00	240.00
6	box	PAPER CLIPS, 100 pieces per box (50mm) (Rambo/Prince)	20	27.00	540.00
7	piece	STAPLE WIRE REMOVER, Heavy duty (Plier Type, Joy/HBW/UK)	30	71.00	2,130.00
8	box	FASTENER, Metal: 50sets/box (Tiger)	10	58.00	580.00
9	piece	TAPE, Transparent, width: 48mm (50 meters) (Excel)	150	30.00	4,500.00
10	piece	TAPE, Transparent, width: 24mm (50 meters) (Excel)	150	19.00	2,850.00
11	piece	PACKAGING TAPE, Brown, 2" (50 meters) (Excel)	150	30.00	4,500.00
12	box	BALLPEN, Black, Gel ink pen (HBW Swift OG-39)	200	8.00	1,600.00
13	box	BALLPEN, Blue, Gel ink pen (HBW Swift OG-39)	200	8.00	1,600.00
14	box	STAPLER, Standard (Boss/Prevalled)	100	119.00	11,900.00
15	box	STAPLE WIRE, Standard, No. 35 2/6 (Boss/GT/Wells)	300	37.00	11,100.00
16	pad	STICKY NOTE PAD, 3" x 3" (76mm x 76mm) (Boss/HBW/Acura)	60	25.00	1,500.00
17	pad	STICKY NOTE PAD, 100 sheets (76 x 51 mm) (Boss/HBW/Acura)	60	22.00	1,320.00
18	pad	STICKY NOTE PAD, 5 in 1, 51 x 76 mm, 2 x 3 inch (Acura)	60	35.00	2,100.00
19	pad	STICKY ON, Flag Type (Self-adhesive index tabs, 127mm x 44mm) (Priceless)	60	60.00	3,600.00
20	pad	STICKY ON, Flag Type (300pcs long page markers sticky index tab, 50mm x 4mm) (PET 300s 50 x 4mm)	60	57.00	3,420.00
21	roll	PLASTIC TWINE, 2kg per roll	20	179.00	3,580.00
22	box	RUBBER BAND, Big durable (Tiger Flat 350g)	20	198.00	3,960.00
23	bottle	STAMP PAD INK, Violet (HBW, 60ml)	15	30.00	450.00
24	book	RECORD BOOK, 300 pages (Official Vision)	7	178.00	1,246.00
25	book	RECORD BOOK, 500 pages (Official Vision)	7	228.00	1,596.00
26	box	PENCIL, No. 2, 12 pieces per box (Boss #2)	30	53.00	1,590.00
27	piece	PENCIL ERASER (Rabbit/Mapped)	30	3.00	90.00
28	box	STAMP PAD, No. 4, 2.5" x 1.8" (Joy/HBW/UK #4)	15	50.00	750.00
29	piece	FINGERTIP ANFEUCHTER COUNTING Monex, 20g (Joy)	30	90.00	2,700.00
30	piece	EXPANDING LONG BROWN ENVELOPE (WITH GARTER)	200	19.00	3,800.00
31	box	PERMANENT MARKER, Black (HBW 12s)	50	198.00	9,900.00
32	piece	MASKING TAPE, 1 1/2" (Excel 20Y)	50	58.00	2,900.00
33	piece	PAPER TRIMMER CUTTING MACHINE (Wooden Base)	2	1,315.50	2,631.00
>>>> NOTHING FOLLOWS <<<<<					
					206,553.00

Approved Budget for the Contract: Php217,135.00
 PR No.: 2024-03-0281
 Purpose: Purchase & Delivery of Office Supplies for the use of AICS Staff in SWADT Oriental Mindoro Office for the 1st Semester of CY-2024
 Prepared by: Dave T. Corcoro

(Total Amount in Words)	Two Hundred Six Thousand Five Hundred Fifty-Three Pesos Only	206,553.00
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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: <div style="text-align:center;">  JOSE R. VELINA Signature over Printed Name of Supplier </div>	Very truly yours, <div style="text-align:center;">  LEONARDO C. REYNOSO, CESO III Signature over Printed Name of Authorized Regional Director </div>
Date: 5/2/24	

Fund Cluster : 1 Funds Available : 206,553.00 <div style="text-align:center;">  REYNOLD WILBERT L. TONGDO Signature over Printed Name of Accountant II/ Head, Accounting Section </div>	ORS/BURS No. : 2024-04-2427 Date of the ORS/BURS : 5/24/2024 Amount : 206,553.00
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NOTICE OF AWARD

Date: 19 APR 2024

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. 2024-03-0281 for the "Purchase & Delivery of Office Supplies for the use of AICS Staff in SWADT Oriental Mindoro Office for the 1st Semester of CY-2024" is hereby awarded to you as the Lowest Calculated & Responsive Bid at a Contract Price equivalent to Two Hundred Six Thousand Five Hundred Fifty-Three Pesos Only (Php 206,553.00).

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: 5/2/24