



PURCHASE ORDER
DSWD MIMAROPA Region
Entity Name

Supplier : MOSTACO MARKETING	P.O. No. : 2024-04-0213
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 Romblon Office (Servañez Bldg., Brgy. Liwayway, Odiongan, Romblon)	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, Multi-Purpose, Legal, 70gsm (Croco 70gsm)	75	264.00	19,800.00
2	ream	PAPER, Multi-Purpose, A4, 70gsm (Croco 70gsm)	100	232.00	23,200.00
3	piece	STAPLER, Standard with remover #95 (Boss/Prevailed)	10	119.00	1,190.00
4	piece	STAPLE WIRE REMOVER, Plier type (Joy/HBW/UK)	8	71.00	568.00
5	box	STAPLE WIRE, Standard (Boss/GT/Wells)	50	37.00	1,850.00
6	box	BALLPEN, Smooth Ink Pen, Black, 0.5mm needle tip, 12pcs/box (Flexstick)	15	90.00	1,350.00
7	roll	TAPE, Packaging, width: 48mm (Excel 50m)	20	30.00	600.00
8	roll	TAPE, Transparent, width: 48mm (Excel 50m)	20	30.00	600.00
9	box	BALLPEN, Gel pen, 0.5mm, Black (P537 0.5 Gel)	10	288.00	2,880.00
10	box	BALLPEN, Gel pen, 0.5mm, Blue (P537 0.5 Gel)	10	288.00	2,880.00
11	pad	NOTE PAD, Stick-on, 3" x 3", 100 sheets per pad (Boss/HBW/Acura)	20	25.00	500.00
12	pad	NOTE PAD, Stick-on, 3" x 4", 100 sheets per pad (Boss/HBW/Acura)	20	32.00	640.00
13	box	RUBBER BAND, 70mm min lay flat length (#18) (Tiger Flat 350g)	10	198.00	1,980.00
14	box	CLIP, Backfold 32mm, 12 pieces per box (Boss/Diamond)	50	35.00	1,750.00
15	box	CLIP, Backfold, 50mm, 12 pieces per box (Boss/Diamond)	50	90.00	4,500.00
16	book	RECORD BOOK, 500 pages, size: 214mm x 278mm min (Official Vision)	12	228.00	2,736.00
17	book	RECORD BOOK, 200 pages, size: 214mm x 278mm min (Official Vision 300pp)	10	178.00	1,780.00
18	box	CORRECTION TAPE, 5mm x 9m, 12 pieces per box (Joy 823 10m, 12s/box)	10	436.00	4,360.00
19	piece	HIGHLIGHTER (Excel Green)	20	17.00	340.00
20	box	EXPANDABLE ENVELOPE, Brown, long (Kraft w/garter, 100s)	2	1,815.00	3,630.00
21	piece	FOLDER, White, Legal (System, local white)	100	7.00	700.00
22	piece	SCISSOR (Boss/Prevailed/UK, 8")	9	47.00	423.00
23	piece	STAMP PAD, No. 1 (Joy/HBW/UK #1)	10	66.00	660.00
24	bottle	STAMP PAD INK, Black (HBW 60ml)	10	33.00	330.00
25	roll	TWINE, Plastic, one kilo per roll	10	90.00	900.00
26	bottle	GLUE, Multi-purpose, 130g (Elmer's)	20	75.00	1,500.00
27	box	PERMANENT MARKER, Black, 12 pieces per box (HBW 12s)	3	198.00	594.00
28	box	PERMANENT MARKER, Blue, 12 pieces per box (HBW 12s)	3	198.00	594.00
29	piece	CALCULATOR, Compact (Casio MX12B)	10	454.00	4,540.00
30	piece	FLASH DRIVE, Ultra USB 3.0, 32GB (Sandisk 32GB, 3.0 ultra)	5	359.00	1,795.00
31	piece	PUNCHER, Heavy Duty (Boss/Prevailed)	5	198.00	990.00

>>>> NOTHING FOLLOWS <<<<<

Approved Budget for the Contract: Php100,000.00
PR No.: 2024-03-0283
Purpose: Purchase & Delivery of Office Supplies for the use of AICS Staff in SWADT Romblon Office for the 1st Semester of CY-2024
Prepared by: Dave T. Corcoro

90,160.00

(Total Amount in Words)	Ninety Thousand One Hundred Sixty Pesos Only	90,160.00
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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

Date 5/2/24

Very truly yours,

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

Fund Cluster : 1
Funds Available : ₱ 90,160.00
Signature over Printed Name of Accountant III/ Head, Accounting Section

ORS/BURS No. : 02-101101-2024-04
Date of the ORS/BURS : APRIL 24, 2024
Amount : ₱ 90,160.00

2422

NOTICE OF AWARD

Date: _____ 19 APR 2024

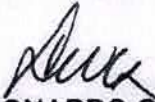
MS. JOJIE R. VELINA
Owner
MOSTACO MARKETING
68A Lalaine Bennet St., BF Resort Village
Las Piñas City

Dear Ms. Velina:

We are pleased to inform you that the RFQ No. 2024-03-0283 for the "Purchase & Delivery of Office Supplies for the use of AICS Staff in SWADT Romblon 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 Ninety Thousand One Hundred Sixty Pesos Only (Php 90,160.00).

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: 5/2/24 _____