



PURCHASE ORDER
DSWD MIMAROPA Region
Entity Name

Supplier: MOSTACO MARKETING	P.O No: 2024-05-0286
Address: 68A LALAINA BENNET STREET BF RESORT VILLAGE LAS PINAS CITY	Date: MAY 16, 2024
Tel: 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 SWAD1 Office 2nd Flr RKT Bldg JP Rizal St Cor Bayabas St Laud Calapan City Oriental Mindoro	Delivery Term: Full Term
Date of Delivery: Open (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
Office Supplies of SLP - Oriental Mindoro for the 2nd Quarter CY 2024					
1	piece	Long White Folder	200	5.00	1,000.00
2	piece	Expanding Long Folder (Green)	300	16.00	4,800.00
3	piece	Expanding Long Folder (Blue)	100	26.00	2,600.00
4	piece	Correction Tape 5mm x 10m (individually packed)	36	20.00	720.00
5	piece	Liquid Ink Rollerball pen, tip size 0.5mm Writing width 3.30mm Ink Color Black	72	57.00	4,104.00
6	piece	Ballpoint pen, 0.5mm tip Black smooth writing	144	4.00	576.00
7	box	Fastener Plastic #4 50 sets/box	24	32.00	768.00
8	bottle	Epson 003 Eco Tank Replacement Ink Black 65ml Authentic	20	240.00	4,800.00
9	bottle	Epson 003 Eco Tank Replacement Ink Magenta 65ml Authentic	5	240.00	1,200.00
10	bottle	Epson 003 Eco Tank Replacement Ink Cyan 65ml Authentic	5	240.00	1,200.00
11	bottle	Epson 003 Eco Tank Replacement Ink Yellow 65ml Authentic	5	240.00	1,200.00
12	bottle	Epson T664 Eco Tank Replacement Ink Black 65ml Authentic	14	240.00	3,360.00
13	box	Paper Clip Vinyl/Plastic coated 33mm	4	10.00	40.00
14	box	Paper Clip Vinyl/Plastic coated 50mm, Jumbo	10	21.00	210.00
15	box	Backfold clip 25mm	16	20.00	320.00
16	box	Backfold clip 50mm	16	71.00	1,136.00
17	piece	Multi-purpose Glue, Safe Non-toxic with Twist cap 130g	4	59.00	236.00
18	ream	Paper Copy Multi-purpose A4 80 gsm 500 sheet/ream	190	209.00	39,710.00
19	ream	Paper Copy Multi-purpose Foko 80 gsm 500 sheet/ream	40	216.00	8,640.00
20	piece	Stapler No. 35, Heavy Duty	15	94.00	1,504.00
21	piece	Staple Wire Remover, Plier type, Heavy Duty, Push Style	16	56.00	896.00
22	box	Staple Wire No. 35, 5000 wires/box	24	29.00	696.00
23	roll	Transparent Tape, 48mm x 50 meters/roll	12	24.00	288.00
24	roll	Masking Tape, 48mm x 50 meters/roll	4	98.00	392.00
25	roll	Double Sided Adhesive Tape, 24mm x 50 meters/roll	14	33.00	462.00
26	piece	Scissors, Stainless steel, 8 inches	12	63.00	756.00
27	piece	Highlighter pens, water-based, with anti-dryout technology, refillable, assorted colors	60	46.00	2,760.00
28	piece	Heavy Duty 2 Hole Paper Puncher	4	156.00	624.00
29	piece	Plastic Ruler, 12 inches	10	5.00	50.00
30	bottle	Permanent Marker REFILL INK, Color Black, 30ml	10	86.00	860.00
31	pack	Vellum Paper A4, 180 gsm, 50 sheets/pack	4	195.00	780.00
32	piece	Long Expandable Envelope Filing Case with Handle	2	160.00	320.00
33	piece	Plastic Long Envelope with Zipper and Handle	30	63.00	1,890.00
NOTHING FOLLOWS					
Approved Budget for the Contract: Php101,604.00 PR No.: 2024-04-0333 Purpose: Purchase of Office Supplies of SLP - Oriental Mindoro for the 2nd Quarter CY 2024 Prepared by: Bryan F. Cumigad					

(Total Amount in Words) **Ninety One Thousand Fifty Eight Pesos Only.** 91,058.00

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 items.

Conforme

Signature over Printed Name of Supplier

Date: **5/24/24**

Very truly yours,

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

Fund Cluster: **3**
Funds Available:
REYNOLD WILBERT L. TONGOG
Signature over Printed Name of Accountant II - Head, Accounting Section

ORS/BURS No.: **2024-05-3032**
Date of the ORS/BURS: **MAY 16, 2024**
Amount: **91,058.00**

NOTICE OF AWARD

DATE: 14 MAY 2024

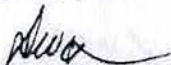
Ms. Jojie R. Velina
Authorized Representative
MOSTACO MARKETING
68A LALAIN BENNET STREET BF RESORT VILLAGE LAS PINAS CITY

Dear Ms. Velina:


We are pleased to inform you that the RFQ No. 2024-04-0333 for the "Office Supplies of SLP - Oriental Mindoro for the 2nd Quarter CY 2024" is hereby awarded to you as the Bidder with the Lowest Calculated & Responsive Bid at a Contract Price equivalent to Ninety One Thousand Fifty Eight Pesos Only (Php91,058.00) 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:



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

MOSTACO MARKETING

Date: 5/24/24

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