

## NOTICE OF AWARD

Date: APR 29 2024

**MS. JOJIE R. VELINA**

Proprietor

**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. 2024-04-0322 for "Supply and Delivery of Office Supplies for Pantawid POO, Marinduque for 2<sup>nd</sup> Quarter, 2024" is hereby awarded to you as the Bidder with the Lowest Calculated Responsive Bid at a Contract Price equivalent to **Sixty Three Thousand Two Hundred Seventy Seven Pesos Only (Php63,277.00)**.

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: 5/3/24



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

Supplier : <b>MOSTACO MARKETING</b>	P.O. No. <b>2024-04-0245</b>
Address : <b>68A Lalaine Bennet St., BF Resort Village, Las Pinas City</b>	Date : <b>April 29, 2024</b>
TIN :	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>Pantawid Provincial Operation Office, T. Del Mundo St., Brgy. Malusak, Boac, Marinduque</b>	Delivery Term : <b>FOB Destination</b>
Date of Delivery : <b>Twenty (20) Calendar Days after receipt of Approved Purchase Order</b>	Payment Term : <b>15-30 days upon final inspection</b>

STOCK Property No.	Unit	Description	Quantity	Unit Cost	Amount
<b>SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR PANTAWID POO, MARINDUQUE FOR 2ND QUARTER, 2024</b>					
1	bottle	INK, for stamp pad - hbw 60ml purple	7	24.00	168.00
2	jar	GLUE, all-purpose, 200 grams - kippy 200grams	7	91.00	637.00
3	box	STAPLE WIRE, standard #35 - boss/gt/wells	7	29.00	203.00
4	roll	TAPE, electrical, 24mm - excel 19mm x 16mm	7	37.00	259.00
5	roll	TAPE, masking, 24mm - excel 20y	14	29.00	406.00
6	roll	TAPE, masking, 48 mm - excel 20y	14	63.00	882.00
7	roll	TAPE, packaging, 48 mm - excel 50m	14	24.00	336.00
8	roll	TAPE, transparent, 24mm - excel 50m	14	15.00	210.00
9	roll	TAPE, transparent, 48 mm - excel 50m	14	24.00	336.00
10	box	CLIP, backfold, 19mm - boss/diamond	35	15.00	525.00
11	box	CLIP, backfold, 25mm - boss/diamond	35	20.00	700.00
12	box	CLIP, backfold, 32mm - boss/diamond	35	28.00	980.00
13	box	CLIP, backfold, 50mm - boss/diamond	21	71.00	1,491.00
14	piece	CORRECTION TAPE, film based type, 8meters - prevailed 8m	51	20.00	1,020.00
15	tube	CUTTER/UTILITY KNIFE, for general purpose - local cutter big	1	12.00	12.00
16	piece	DATA FOLDER - archfile horizontal	35	101.00	3,535.00
17	box	FOLDER with tab, Legal, 100pieces/box - tagboard 200s	7	540.00	3,780.00
18	set	MARKER, Flourescent, 3 colors per set, assorted colors - excel(green,orange,yellow)	7	39.00	273.00
19	piece	MARKER, Permanent, Black - hbw	7	13.00	91.00
20	piece	MARKER, Permanent, Blue - hbw	7	13.00	91.00
21	piece	MARKER, Whiteboard, Black - excel	7	17.00	119.00
22	piece	MARKER, Whiteboard, Blue - excel	7	17.00	119.00
23	box	PAPER CLIP, vinly/plastic coated, 33mm - rambo/prince	51	10.00	510.00
24	box	PAPER CLIP, vinly/plastic coated, jumbo, 50mm - rambo/prince	51	21.00	1,071.00
25	piece	STAPLER, standard type - boss/prevailed/uk	7	94.00	658.00
26	pack	CARTOLINA, assorted colors, 20 pieces/pack - veco/advance 20s asstd	7	143.00	1,001.00
27	pad	NOTEPAD, stick-on, 76mm x 100mm (3" x 4") - boss/hbw/acura	7	25.00	175.00
28	pad	NOTEPAD, stick-on, 76mm x 76mm (3" x 3") - boss/hbw/acura	7	20.00	140.00
29	piece	STENO NOTEBOOK, 40 leaves - veco/advance 60lvs	7	20.00	140.00
30	ream	PAPER, MULTICOPY A4, 80gsm - croco 80gsm	84	209.00	17,556.00
31	ream	PAPER, MULTICOPY LEGAL, 80gsm - croco 80gsm	56	216.00	12,096.00
32	pack	PAPER, parchment, 100 pieces/pack - gooddeal 80gsm a4 100s	7	286.00	2,002.00
33	roll	DOUBLE SIDED TAPE, 1" - excel 10m no foam	14	20.00	280.00
34	pack	PHOTO PAPER, A4, 10pieces/pack - veco/acacia glossy a4 20s	7	65.00	455.00
35	box	PLASTIC FASTENER, 50pieces/box - rambo/prince	21	32.00	672.00
36	piece	Ball Point Pen, fine point, blue - hbw	52	4.00	208.00
37	piece	Sign Pen, black, liquid/gel,0.5mm, needle tip - P537 0.5 gel	52	15.00	780.00
38	bottle	Ink Bottle, Epson 005, black, 120ml - epson 005	19	240.00	4,560.00
39	bottle	Ink, Epson 003, black - epson 003	8	240.00	1,920.00
40	bottle	Ink, Epson 003, cyan - epson 003	4	240.00	960.00
41	bottle	Ink, Epson 003, magenta - epson 003	4	240.00	960.00
42	bottle	Ink, Epson 003, yellow - epson 003	4	240.00	960.00
<b>*****NOTHING FOLLOWS*****</b>					
<b>PAGE 1 OF 1</b>					
Approved Budget for the Contract: Php68,443.74					
PR No. <b>2024-04-0327</b>					
Purpose: SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR PANTAWID POO, MARINDUQUE FOR 2ND QUARTER, 2024					
Prepared by: Emma Joy C. Nolasco					
<b>(Total Amount in Words)</b>		<b>Sixty Three Thousand Two Hundred Seventy Seven Pesos Only</b>			<b>63,277.00</b>

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;">   <b>JOIE R. VELINA</b>            Signature over Printed Name of Supplier            _____            5/3/24            Date         </div>	Very truly yours,  <b>LEONARDO C. REYNOSO, CESO III</b> Signature over Printed Name of Authorized Official _____ <b>Regional Director</b>
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Fund Cluster : <b>01-101</b> Funds Available : <b>63,277.00</b> <div style="text-align:center;">   <b>REYNOLD WILBERT L. TONGDO</b>          Signature over Printed Name of Accountant II / Section Head, Accounting Section       </div>	ORS/BURS No. : <b>2024-04-2540</b> Date of the ORS/BURS : <b>4/29/24</b> Amount : <b>63,277.00</b>
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