



**PURCHASE ORDER**  
DSWD MIMAROPA Region  
Entity Name

Supplier : <b>MOSTACO MARKETING</b>	P.O. No. : <b>2024-09-0572</b>
Address : <b>68A Lajaine Bennet Street BF Resort Villages, Las Pinas City</b>	Date : <b>September 16, 2024</b>
TIN	Mode of Procurement : <b>NP-SHOPPING B</b>

Gentlemen:  
Please furnish this Office the following articles subject to the terms and conditions contained herein.

Place of Delivery : <b>SWAD Romblon, Servanez Bldg., Brgy. Liwayway, Odiongan Romblon</b>	Delivery Term : <b>FOB Destination</b>
Date of Delivery : <b>15 CD upon 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>OFFICE SUPPLIES</b>					
1	REAM	Paper, Multicopy, 80gsm, size: 216mmx330mm(Legal)	50	216.00	10,800.00
2	REAM	Paper, Multicopy, 70gsm, size: 210mmx297mm(A4)	60	169.00	10,140.00
3	PC	STAPLER, standard with remover, #95	10	94.00	940.00
4	PC	STAPLE wire remover	10	59.00	590.00
5	BOX	STAPLE wire, standard	60	29.00	1,740.00
6	BOX	Ballpen, Smooth ink pen, Black, size: 0.5mm needle tip, 12 pcs. Per box	80	41.00	3,280.00
7	ROLL	Tape, transparent, width:48mm	20	24.00	480.00
8	BOX	Ballpen, Gel pen. 0.5 mm, Black	80	211.00	16,880.00
9	PAD	NOTEPAD, STICK-ON, 3x3, 100 sheets per pad	40	20.00	800.00
10	PAD	NOTEPAD, STICK-ON, 3x4, 100 sheets per pad	40	25.00	1,000.00
11	BOX	RUBBER BAND, 70mm min lay flat length(#18)	6	156.00	936.00
12	BOX	CLIP, BACKFOLD, 32MM, 12 pieces per box	50	28.00	1,400.00
13	BOX	CLIP, BACKFOLD, 50MM, 12 pieces per box	50	71.00	3,550.00
14	BOX	Correction tape. 5mmx 8m, 12 pcs. Per box	10	234.00	2,340.00
15	PC	Highlighter, assorted	12	13.00	156.00
16	PC	FOLDER, white(legal)	100	6.00	600.00
17	PC	SCISSOR, 8 inches	10	37.00	370.00
18	PC	STAMP PAD, no.1 without ink	10	52.00	520.00
19	BOX	Permanent marker, black, 12 pcs. Per box	3	156.00	468.00
20	BOX	Permanent marker, blue, 12 pcs. Per box	3	156.00	468.00
21	PC	Calculator, compact, 12 digits. ( 2 way power source)	10	358.00	3,580.00
22	PC	Flashdrive, USB 3.0, 32GB	6	287.00	1,722.00
23	PC	Puncher, heavy duty	5	156.00	780.00
>>>NOTHING FOLLOWS<<<					
Contact Person: Victor V. Soriano - 09217199243					
Delivery Place: SWAD Romblon, Servanez Bldg., Brgy. Liwayway, Odiongan Romblon					
TOTAL APPROVED BUDGET FOR THE CONTRACT (Php 100,000.00)					
RFQ No.: 2024-08-0800					
PURPOSE: Purchase and delivery of office supplies for the use of AICS Romblon for 2nd Semester CY 2024					
Prepared by: Mark Anthony A. Luz				<b>TOTAL</b>	<b>63,540.00</b>

(Total Amount in Words) **Sixty Three Thousand Five Hundred Forty Pesos Only**

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:

**JOJE R. VELINA**

Signature over Printed Name of Supplier

9/27/24

Date

Very truly yours,

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

Fund Cluster : 1  
Funds Available : **Q3, 540.00**

**REYNOLD WILBERT L. TONGDO**  
Signature over Printed Name of Chief Accountant/Head of Accounting  
Accountant III - Accounting Section Head

ORS/BURS No. : **24-09-6687**  
Date of the ORS/BURS : **Sept. 20, 2024**  
Amount : **63,540.00**



### NOTICE OF AWARD

Date: 12 SEP 2024


**JOJIE R. VELINA**  
Sole Proprietor  
**MOSTACO MARKETING**  
68A Lalaine Bennet Street BF Resort Villages, Las Pinas City

Dear Ms. Velina:


We are pleased to inform you that the RFQ No. 2024-08-0800 is hereby awarded to you as the Bidder with the Lowest Calculated Responsive Quotation for the Purchase and delivery of office supplies for the use of AICS Romblon for 2nd Semester CY 2024 at a Contract Price amounting to Sixty Three Thousand Five Hundred Forty Pesos Only (Php 63,540.00) inclusive of all 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 *X*

Conforme:

  
**JOJIE R. VELINA**  
\_\_\_\_\_  
(Signature over Printed Name of Bidder's Authorized Representative)

**MOSTACO MARKETING**

Date: 09/27/24





**Award Notice Abstract (Ref No.: 5094187)**

**Status: Updated**

<p><b>Reference Number:</b> 11200695</p> <p><b>Control Number:</b> 2024-08-0800</p> <p><b>Bid Notice Title:</b> 2024-08-0800 - Purchase and delivery of office supplies for the use of AICS Romblon for 2nd Semester CY 2024</p> <p><b>Approved Budget:</b> Php100,000.00</p> <p><b>Procurement Mode:</b> Shopping - Ordinary/Regular Office Supplies &amp; Equipment (Sec. 52.1.b)</p> <p><b>Classification:</b> Goods</p> <p><b>Category:</b> Office Supplies and Devices</p> <p><b>Applicable Procurement Rules:</b> Implementing Rules and Regulations</p> <p><b>Funding Source:</b> Government of the Philippines (GOP)</p> <p><b>Funding Instrument:</b> General Appropriations Act</p> <p><b>Area of Delivery:</b> Romblon</p> <p><b>Delivery Period:</b> 15 Day/s</p> <p><b>Contact Person:</b> Harvy Calabio</p> <p><b>Created By:</b> Harvy Calabio</p>	<p style="text-align: center;"><b>DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT - REGION IV-B</b></p> <p style="text-align: center;">1680 Benitez corner Malvar St. Malate, Manila Manila Metro Manila, NCR, Philippines</p> <p style="text-align: center;"><b>Office Supplies</b></p> <p><b>Awardee :</b> MOSTACO MARKETING <b>Address :</b> 68A Lalaine Bennet Street BF Resort Village, Barangay Talon Dos Las Piñas City Metro Manila, NCR, Philippines</p> <p><b>Contact Person :</b> Jojie Repia Velina <b>Designation :</b></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 5%;">#</th> <th style="width: 70%;">Product/Service/Project Name</th> <th style="width: 25%;">Budget</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Office Supplies, Purchase and delivery of office supplies for the use of AICS Romblon for 2nd Semester CY 2024, 44120000, 1, Lot</td> <td style="text-align: right;">Php100,000.00</td> </tr> </tbody> </table> <p><b>Reason for Award :</b> Lowest calculated and responsive quotation.</p>	#	Product/Service/Project Name	Budget	1	Office Supplies, Purchase and delivery of office supplies for the use of AICS Romblon for 2nd Semester CY 2024, 44120000, 1, Lot	Php100,000.00	<p><b>Award Type:</b> Award Notice</p> <p><b>Contract Amount:</b> Php63,540.00</p> <p><b>Award Date:</b> 12-Sep-2024</p> <p><b>Publish Date:</b> 27-Sep-2024</p> <p><b>Date Last Updated:</b> 27-Sep-2024</p> <p><b>Contract Number:</b> 2024-09-0572</p> <p><b>Proceed Date:</b> 12-Sep-2024</p> <p><b>Contract Effectivity Date:</b> 27-Sep-2024</p> <p><b>Contract End Date:</b> 12-Oct-2024</p> <p><b>Created By:</b> Harvy B. Calabio</p> <p><b>Date Created:</b> 27-Sep-2024</p> <p><b>Approver:</b> Harvy B. Calabio</p> <p><b>View Documents:</b> 4</p>
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1	Office Supplies, Purchase and delivery of office supplies for the use of AICS Romblon for 2nd Semester CY 2024, 44120000, 1, Lot	Php100,000.00						