



PURCHASE ORDER
DSWD MIMAROPA Region
Entity Name

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

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

Place of Delivery: SWAD Romblon, Servanez Bldg., Brgy. Liwayway, Odiongan Romblon	Delivery Term: FOB Destination
Date of Delivery: 15 CD upon receipt of approved Purchase Order	Payment Term: 15-30 days upon final inspection

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
OFFICE SUPPLIES					
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<<<					
				TOTAL	63,540.00

(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

