



PURCHASE ORDER
DSWD MIMAROPA Region
Entity Name

Supplier: **MOSTACO MARKETING** P.O. No: **2024-09-0620**
 Address: **68A Lalaine Bennet St., BF Resort Village Las Pinas City** Date: **September 25, 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 Marinduque Capitol Compound, Brgy. Bangbangalon, Bosc, Marinduque** Delivery Term: **FOB Destination**
 Date of Delivery: **15 CD upon receipt of approved PO** Payment Term: **15-30 days upon final inspection**

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount	
Purchase of Office Supplies for for CIS AICS Marinduque for 2nd Semester						
1	ream	PAPER, Multi-Purpose, A4, 70gsm	CROCO 70GSM	50	169.00	8,450.00
2	ream	PAPER, Multi-Purpose, Legal, 70gsm	CROCO 70GSM	50	192.00	9,600.00
3	pc	PENCIL, Lead with eraser	#2 MONGOL	50	117.00	5,850.00
4	bot	INK BOTTLE, Epson 001, Black	EPSON 001	40	240.00	9,600.00
5	bot	INK BOTTLE, Epson 001, Magenta	EPSON 001	20	240.00	4,800.00
6	bot	INK BOTTLE, Epson 001, Yellow	EPSON 001	20	240.00	4,800.00
7	bot	INK BOTTLE, Epson 001, Cyan	EPSON 001	20	240.00	4,800.00
8	pc	Ballpen, gel pen, black	M&G GEL 0.5	400	13.00	5,200.00
9	pc	Ballpen, gel pen, blue	M&G GEL 0.5	100	13.00	1,300.00
10	pc	Correction Tape, 6mm	PREVAILED 6M	100	20.00	2,000.00
11	pc	Record Book, 300 leaves	OFFICIAL VISION	20	142.00	2,840.00
12	pad	Sign Here Sticker, 5 in 1	JOY SIGN HERE PET 5 IN 1	80	33.00	2,640.00
13	pc	Stamp Pad, No. 3	#3 JOY	10	32.00	320.00
14	pc	Staple Wire Remover, plier type	PLIER JOY/HBWUK	10	56.00	560.00
15	box	Staple Wire, Standard	BOSS/GT/WELLS	10	29.00	290.00
16	pc	Stapler, standard	BOSS/PREVAILE D/UK	10	94.00	940.00
17	pc	Expanded Folder, long, green	PB US LONG	100	25.00	2,500.00
18	pc	Expanded Folder, long, red	PB US LONG	100	26.00	2,600.00
19	pc	Expanded Folder, long, yellow	PB US LONG	100	26.00	2,600.00
20	pc	Expanded Folder, long, pink	PB US LONG	100	26.00	2,600.00
21	pc	Expanded Folder, long, orange	PB US LONG	100	26.00	2,600.00
22	pc	Expanded envelop, pink	EXP PINK W/ GARTER	50	15.00	750.00
23	pc	Expanded envelop, green	EXP GREEN W/ GARTER	50	15.00	750.00
24	pc	Expanded envelop, red	EXP RED W/ GARTER	50	15.00	750.00
25	pc	Expanded envelop, yellow	EXP YELLOW W/ GARTER	50	15.00	750.00
26	pc	Expanded envelop, orange	EXP ORANGE W/ GARTER	50	15.00	750.00
27	pc	Expanded Envelop, long, brown	KRAFT W/ GARTER	100	15.00	1,500.00
28	pc	Puncher, 2 hole puncher, adjustable paper gauge, with handle lock	BOSS/PREVAILE D/UK	5	156.00	780.00
29	pc	Tape Dispenser, big, heavy duty	BOSS/PREVAILE D/UK	5	91.00	455.00
30	bot	Stamp Pad Ink, 50ml, blue	HBW 60ML	10	26.00	260.00
31	bot	Stamp Pad Ink, 50ml, black	HBW 60ML	5	26.00	130.00
32	bot	Glue, all purpose, 240g	ELMERS	10	130.00	1,300.00
33	pc	Whiteboard marker, fine tip, 1.0mm, black	EXCEL	5	17.00	85.00
nothing follows						
TOTAL APPROVED BUDGET FOR THE CONTACT (Php 105,025.00) RFQ No. 2024-08-0799 Shopping B for CIS AICS Marinduque for 2nd Semester Prepared by: Cathy Victoria						
TOTAL					85,150.00	

(Total amount in Words) **Eighty-Five Thousand One Hundred Fifty 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 items.

Conforme:
JOJIE R. VELINA
Signature over Printed Name of Supplier

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

10/08/24
Date

Fund Cluster: **1**
Funds Available: **85,150.00**

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

ORS/BURS No.: **24-09-0620**
Date of the ORS/BURS: **Sept. 24, 2024**
Amount: **85,150.00**



NOTICE OF AWARD

Date: SEP 24 2024

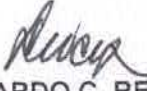
JOJIE R. VELINA
Authorized Representative
MOSTACO MARKETING
68A Lalaine Bennet St., BF Resort Village, Las Pinas City

Dear Ms. Velina

We are pleased to inform you that the RFQ No. 2024-08-0799 for the Purchase of Office Supplies for CIS AICS Marinduque for 2nd Semester is hereby awarded to you as the Bidder with the Lowest Calculated Responsive Quotation at a Contract Price equivalent to EIGHTY-FIVE THOUSAND ONE HUNDRED FIFTY PESOS ONLY (Php 85,150.00) 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 ✓

Conforme:


JOJIE R. VELINA

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

MOSTACO MARKETING

Date: 10/08/24

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