



PURCHASE ORDER
DSWD MIMAROPA Region
Entity Name

Supplier : **MOSTACO MARKETING** P.O. No. : **2024-10-0660**
 Address : **68A Lalaine Bennet Street BF Resort Village Las Pinas City** Date : **October 2 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 : DSWD MIMAROPA (1680 F.T. Benitez cor. Malvar St., Malate, Manila) Delivery Term : **Full Term**
 Date of Delivery : Fifteen (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
1	ream	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm (A4)	20	209.00	4,180.00
2	box	BINDER CLIP, 50mm 12pcs/box	20	71.00	1,420.00
3	rolls	Transparent Tape, 24mm	5	15.00	75.00
4	pack	KRAFT ENVELOP, Expanding, Legal, 380 x 250mm with string and eyelet or elastic strap, 10pcs/pack	5	143.00	715.00
5	pack	FOLDER, with TAB, LEGAL, tagboard, leaf Dimension: 240mm x 385mm, tab 13mm, 100/pack (Green)	1	1,040.00	1,040.00
6	piece	3 LAYER METAL DESK TRAY, Mesh Type, Desk File Organizer, Document Paper	3	429.00	1,287.00
7	toner	BROTHER Toner Cartridge, TN3608	5	4,740.00	23,700.00
8	toner	BROTHER Toner Cartridge, TN2480	2	2,990.00	5,980.00
9	drum	BROTHER Toner, drum DR2455	2	3,990.00	7,980.00
10	drum	BROTHER Toner, drum DR3608	5	11,740.00	58,700.00
11	box	HEAVY DUTY RUBBER BAND GOMA, 350 GRAMS FLAT/ROUND NO. 8	3	158.00	468.00
12	piece	SELF-INKING STAMP, Dater 4810	2	371.00	742.00
13	piece	MULTI-PURPOSE STORAGE BOX, 130L	12	910.00	10,920.00
14	bottle	INK REFILL, 28M Black	5	195.00	975.00
15	bottle	INK REFILL, 28M Blue	5	195.00	975.00
16	piece	HEAVY DUTY DESKTOP SHARPENER, Stainless steel	2	273.00	546.00
17	packs	LOOSELEAF COVER FOLDER, 50pieces/pack	4	1,560.00	6,240.00
18	box	FINE TECH BALLPEN, 0.3mm blue, 12pieces/box	3	328.00	984.00
19	box	FINE TECH BALLPEN, 0.3mm black, 12pieces/box	2	328.00	656.00
20	box	SIGN PEN, Medium Tip 1.0mm, blue	2	66.00	132.00
21	piece	STICK ON NOTES, (Sign Here) 10x25 sheets, 0.5"x1.7"/1.3x4.3cm	45	28.00	1,260.00
22	rolls	TWINE STRAW, 400grams	5	36.00	180.00
23	piece	ARCH FILE FOLDER 3" WITH HARD COVER SIDE 2 RING BINDER, LONG	10	101.00	1,010.00
24	Jar	Glue, All Purpose 250g	4	63.00	252.00
*** Nothing Follows***					
					130,417.00
Approved Budget for the Contract: Php149,640.00					
PR No.: 2024-08-0844					
Purpose: Purchase of Office Supplies for the 3rd quarter of Sustainable Livelihood Program					
Prepared by: Mark Anthony Diones					

(Total Amount in Words) **One Hundred Thirty Thousand Four Hundred Seventeen Pesos Only** 130,417.00

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 item/s.

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

Date **10/22/24**

Fund Cluster : **1**
Funds Available : **130,417.00**

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

ORS/BURS No. : **2024-10-7225**
Date of the ORS/BURS: **Oct 7, 2024**
Amount : **130,417.00**

NOTICE OF AWARD

DATE: 30 SEP 2024

Ms. Jojie R. Velina
Authorized Representative
MOSTACO MARKETING
68A Lalaine Bennet Street BF Resort Village Las Pinas City

Dear **Ms. Velina**

We are pleased to inform you that the RFQ No. 2024-08-0844 for the "Purchase of Office Supplies for the 3rd quarter of Sustainable Livelihood Program" is hereby awarded to you as the Bidder with the Lowest Calculated & Responsive Bid at a Contract Price equivalent to One Hundred Thirty Thousand Four Hundred Seventeen Pesos Only (Php130,417.00).

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:


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

MOSTACO MARKETING

Date: 10/22/24