



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

Supplier : <b>MOSTACO MARKETING</b>	P.O. No. : <b>2024-11-0772</b>
Address : <b>68A Lalaine Bennet Street Bf Resort Village Las Pinas</b>	Date : <b>November 11 2024</b>
TIN : <b>915-524-116-000</b>	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>DSWD MIMAROPA (1680 F.T. Benitez cor. Malvar St., Malate, Manila)</b>	Delivery Term : <b>Full Term</b>
Date of Delivery : <b>Fifteen (15) Calendar days upon receipt of approved Purchase Order (P.O)</b>	Payment Term : <b>15-30 days upon final inspection</b>

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	Set	Arrow Flag/Note, Sign here, Adhesive, Assorted Colors	50	37.00	1,850.00
2	Piece	Ballpoint Pen Black 0.5	100	4.00	400.00
3	Piece	Ballpoint Pen Blue 0.5	100	4.00	400.00
4	Pack	Battery, Dry Cell. Size AA (2pcs/pack)	10	28.00	280.00
5	Pack	Battery, Dry Cell. Size AAA (2pcs/pack)	10	35.00	350.00
6	Piece	Calculator, 12 Digits	15	358.00	5,370.00
7	Piece	Cartridge Toner, HP LaserJet 48A	1	3,164.00	3,164.00
8	Piece	Certificate Holder, A4 size, Color Green	20	46.00	920.00
9	Piece	Rollerball pen. 0.5mm hybrid needle tip, Water proof, Black	20	98.00	1,960.00
10	Piece	Rollerball pen. 0.5mm hybrid needle tip, Water proof, Blue	20	98.00	1,960.00
11	Box	Clip Backfold, 19mm	20	15.00	300.00
12	Box	Clip Backfold, 32mm	20	28.00	560.00
13	Piece	Correction Tape 8 Meters	100	20.00	2,000.00
14	Piece	Cutter Retractable	4	33.00	132.00
15	Piece	Data File Box	10	91.00	910.00
16	Box	Fastener	5	32.00	160.00
17	Piece	Flash Drive 16 GB	3	189.00	567.00
18	Boxes	Folder, Press Board, White <sup>1005</sup>	2	2,100.00	4,200.00
19	Piece	Air Freshener, Gel Lime, Fresh Lime Scent, 70G	5	59.00	295.00
20	Jar	Glue All Purpose	10	98.00	980.00
21	Piece	Glue Stick, All Purpose Glue, Non toxic, 0.21 oz/6grams	20	21.00	420.00
22	Sets	Ink HP 938 (Black, Magenta, Cyan, Yellow)	18	8,075.00	145,350.00
23	Piece	Ink Bottle Epson 003 Black	10	240.00	2,400.00
24	Cart	Ink Cartridge, HP678 Black	10	575.00	5,750.00
25	Cart	Ink Cartridge, HP678 Tri-color	2	575.00	1,150.00
26	Cart	Ink Cartridge, HP680 Tri-color	5	555.00	2,775.00
27	Cart	Ink Cartridge, HP680 Black	10	555.00	5,550.00
PAGE 1 OF 2					
					190,153.00
Approved Budget for the Contract: Php278,815.96 PR No.: 2024-10-1027 Purpose: Purchase of Office Supplies and Materials for the use of all Division in DSWD FO MIMAROPA for the 4th Quarter of 2024 Prepared by: Mark Anthony Diones					

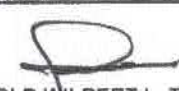
(Total Amount in Words) <b>SUB TOTAL</b>	<b>190,153.00</b>
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In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.

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 11/18/24

Fund Cluster : <b>1</b> Funds Available : <b>255,192.00</b>  <b>REYNOLD WILBERT L. TONGDO</b> Signature over Printed Name of Accountant III - Head, Accounting Section	ORS/BURS No. : <b>24-11-8269/8270</b> Date of the ORS/BURS: <b>Nov. 12, 2024</b> Amount : <b>255,192.00</b>
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**PURCHASE ORDER**  
**DSWD MIMAROPA Region**  
 Entity Name

Supplier : <b>MOSTACO MARKETING</b>	P.O. No. : <b>2024-11-0772</b>
Address : <b>68A Lalaine Bennet Street Bf Resort Village Las Pinas</b>	Date : <b>November 11 2024</b>
TIN : <b>915-524-116-000</b>	Mode of Procurement : <b>SHOPPING B</b>

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

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Date of Delivery : <b>Fifteen (15) Calendar days upon receipt of approved Purchase Order (P.O.)</b>	Payment Term : <b>15-30 days upon final inspection</b>

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
28	Piece	ink, Epson L565, 664 Black	10	240.00	2,400.00
29	Set	Marker, Fluorescent type, 3 colors per set	10	39.00	390.00
30	Piece	Marker, Permanent, Black	50	13.00	650.00
31	Piece	Marker, Permanent, Blue	20	13.00	260.00
32	Piece	Marker, Whiteboard, Black	30	17.00	510.00
33	Piece	Marker, Whiteboard, Blue	20	17.00	340.00
34	Piece	Marker, Whiteboard, Red	29	17.00	493.00
35	Piece	Mouse Wireless	3	410.00	1,230.00
36	Pack	Note Pad, 3" x 2"	12	17.00	204.00
37	Pack	Note Pad, 3" x 3"	12	20.00	240.00
38	Pack	Note Pad, 3" x 4"	12	25.00	300.00
39	Ream	Paper, Multicopy A4 80gsm	150	209.00	31,350.00
40	Ream	Paper, Parchment, A4, 85gsm 100Pieces per ream	5	429.00	2,145.00
41	Pair	Scissors, Symmetrical/Asymmetrical	10	37.00	370.00
42	Piece	Sign Pen 0.7 Black	30	24.00	720.00
43	Piece	Sign Pen 0.7 Blue	30	24.00	720.00
44	Box	Staple Wire, Standard	15	29.00	435.00
45	Piece	Stapler, Heavy Duty	1	449.00	449.00
46	Piece	Stapler, Standard #35	5	94.00	470.00
47	Piece	Storage Box 87L	10	845.00	8,450.00
48	Piece	Cassette, Laminated, 24mm,Black on white Tape 8mm	30	364.00	10,920.00
49	Piece	Tape Dispenser, 1", Table Top	3	91.00	273.00
50	Piece	Tape Double Adhesive 1"	20	20.00	400.00
51	Piece	Tape, Masking, 24mm 50 meters	10	52.00	520.00
52	Piece	Tape, Transparent, 24mm 50 meters	30	15.00	450.00
53	Pack	Vellum Board Paper, 220gsm, 10pcs/pack	10	35.00	350.00
*** Nothing Follows*** PAGE 2 OF 2					
					65,039.00
Approved Budget for the Contract: Php278,815.96					190,153.00
PR No.: 2024-10-1027					
Purpose: Purchase of Office Supplies and Materials for the use of all Division in DSWD FO MIMAROPA for the 4th Quarter of 2024					
Prepared by: Mark Anthony Diones					

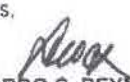
(Total Amount in Words)	<b>Two Hundred Fifty-Five Thousand One Hundred Ninety-Two Pesos Only</b>	<b>255,192.00</b>
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In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every 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 11/18/24

Fund Cluster : 1  
 Funds Available : 255,192.00  
  
**REYNOLD WILBERT L. TONGDO**  
 Signature over Printed Name of Accountant III - Head, Accounting Section

ORS/BURS No. : 24-11-8269/8270  
 Date of the ORS/BURS: Nov-12, 2024  
 Amount : 255,192.00



## NOTICE OF AWARD

DATE: 08 NOV 2024 ~~08 NOV 2024~~

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

Dear **Mr. Velina:**

We are pleased to inform you that the RFQ No. 2024-10-1027 or the "Purchase of Office Supplies and Materials for the use of all Division in DSWD FO MIMAROPA for the 4th Quarter of 2024" is hereby awarded to you as the Bidder with the Lowest Calculated & Responsive Quotation at a Contract Price equivalent to Two Hundred Fifty-Five Thousand One Hundred Ninety-Two Pesos Only (Php255,192.00).

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: 11/18/24

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