



PURCHASE ORDER
DSWD MIMAROPA Region
Entity Name

Supplier : MOSTACO MARKETING	P.O. No. : 2024-11-0783
Address : 68A Lalaine Bennet Street BF Resort Village Las Pinas City	Date : November 18, 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 : SLP Palawan-SLP Office SWADT Building Brgy. Banca Banca, Puerto Princesa Palawan	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 Copy, Multi-purpose, A4, 80gsm 500 sheets/ream	300	209.00	62,700.00
2	Ream	Paper Copy, Multi-purpose, Legal, 80gsm 500 sheets/ream	13	216.00	2,808.00
3	Box	Clip, Backfold, 51mm or 2", 12 pieces per box	40	71.00	2,840.00
4	Bottle	Epson 003 Eco Tank Replacement Ink, Color Black, 65ml (Authentic)	52	240.00	12,480.00
5	Piece	Folder with tab, legal	299	6.00	1,794.00
6	Piece	Expanding Long Green Folder, pressboard	65	16.00	1,040.00
7	Piece	Tape, Transparent, 48mm, 50meters	29	24.00	696.00
8	Piece	Tape, Transparent, 24mm, 50meters	25	15.00	375.00
9	Piece	Correction Tape, 5mm x 8 meters (Individually packed)	26	20.00	520.00
10	Piece	Retractable Gel Pen, Smooth writing, 0.5mm tip, Color Black (Trusted Brand)	72	37.00	2,664.00
11	Piece	Retractable Gel Pen, Smooth writing, 0.5mm tip, Color Blue (Trusted Brand)	72	37.00	2,664.00
12	Box	Plastic Fastener #4, 50 pcs per Box	39	32.00	1,248.00
13	Box	Staple wire #35 for standard type staplers, 5000 wires/box	39	29.00	1,131.00
14	Pack	Highlighter, textliner marker, flourescent, 3 colors per pack (Trusted Brand)	80	137.00	10,960.00
15	Box	Rubber band, small #16, 50 gms	10	24.00	240.00
16	Pad	Sign Here Sticky notes strips with dispenser 1.3 x 4.3cm, 4 case x36 sheets	39	73.00	2,847.00
17	Piece	Compact Calculator, Two way power source. LCD Display, with CE mark, Manufacturer, must be ISO 9001:2008 Certified	3	358.00	1,074.00
18	Piece	Puncher 2-Hole Heavy Duty, Punching Capacity, 30 Sheets of 70 gsm Multipurpose paper	1	416.00	416.00
*** Nothing Follows***					
					108,497.00
		Approved Budget for the Contract: Php150,000.00			
		PR No.: 2024-10-1015			
		Purpose: Purchase of Office Supplies of SLP Palawan for 2nd Semester CY 2024			
		Prepared by: Mark Anthony Diones			

(Total Amount in Words)	One Hundred Eight Thousand Four Hundred Ninety-Seven Pesos Only	108,497.00
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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:


JOJE R. VELINA
Signature over Printed Name of Supplier

Date 11/29/24

Very truly yours,


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

Fund Cluster : **1**
Funds Available : **108,497.00**

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

ORS/BURS No. : 2024-11-8568
Date of the ORS/BURS: Nov. 25, 2024
Amount : 108,497.00

NOTICE OF AWARD

DATE: 14 NOV 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. 2024-10-1015 for the "Purchase of Office Supplies of SLP Palawan for 2nd Semester CY 2024" is hereby awarded to you as the Bidder with the Lowest Calculated & Responsive Quotation at a Contract Price equivalent to **One Hundred Eight Thousand Four Hundred Ninety-Seven Pesos Only (Php108,497.00).**

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: 11/29/24