



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

Supplier : <b>MOSTACO MARKETING</b>	P.O. No. : <b>2024-11-0794</b>
Address : <b>68A Lalaine Bennet street BF Resort Village Las Pinas City</b>	Date : <b>November 25, 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	Cart	Ink Cartridge, 4S6X8PA, HP 938 Officejet PRO 9120b A10, Black	5	2,465.00	12,325.00
2	Cart	Ink Cartridge, 4S6X8PA, HP 938 Officejet PRO 9120b A10, Cyan	3	1,870.00	5,610.00
3	Cart	Ink Cartridge, 4S6X8PA, HP 938 Officejet PRO 9120b A10, Magenta	3	1,870.00	5,610.00
4	Cart	Ink Cartridge, 4S6X8PA, HP 938 Officejet PRO 9120b A10, Yellow	3	1,870.00	5,610.00
5	Cart	Ink Cartridge, Epson L-3210 Series, 003, Black	5	240.00	1,200.00
6	Cart	Ink Cartridge, Epson L-3210 Series, 003, Cyan	3	240.00	720.00
7	Cart	Ink Cartridge, Epson L-3210 Series, 003, Magenta	3	240.00	720.00
8	Cart	Ink Cartridge, Epson L-3210 Series, 003, Yellow	3	240.00	720.00
9	Cart	Ink Cartridge, HP 680, tri color	10	555.00	5,550.00
10	Cart	Ink Cartridge, HP 680, tri black	10	555.00	5,550.00
11	ream	Paper Bond, A4, 80 gsm	30	209.00	6,270.00
12	pcs	Tape Dispenser, 1 inch width	2	91.00	182.00
13	roll	Tape, transparent , 1 inch width	30	15.00	450.00
14	pcs	Expandable envelopes brown, Folio	20	15.00	300.00
15	pcs	Scissors 9"	5	51.00	255.00
16	pcs	Desktop Calculator, 12 Digits, Solar powered	10	358.00	3,580.00
17	pcs	Binder Clip, medium	8	28.00	224.00
18	pcs	Red Folder, Legal	100	11.00	1,100.00
19	pcs	Correction Tape 8 meters,	20	20.00	400.00
20	pcs	Sign pen, hightechpoint Blue 0.5	120	57.00	6,840.00
21	pcs	Stapler, Heavy Duty Standard Type	10	94.00	940.00
22	set	Arrow Flag/Note Flag, sign here, adhesive, assorted	5	37.00	185.00
23	pcs	Stamp, Arial, 12 font size, (Initial affixed) Self Inking	1	200.00	200.00
24	pcs	Stamp, Arial, 12 font size, (Signed) Self Inking	1	200.00	200.00
*** Nothing Follows***					
					<b>64,741.00</b>
Approved Budget for the Contract: Php 80,125.00 PR No.: 2024-09-0938 Purpose: Purchase of Supplies for the use of Protective Services Division Prepared by: Mark Anthony Diones					


(Total Amount in Words)	<b>Sixty-Four Thousand Seven Hundred Forty-One Pesos Only</b>	<b>64,741.00</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 12/13/24

Fund Cluster : **1**  
 Funds Available : **64,741.00**  
  
**REYNOLD WILBERT L. TONGDO**  
 Signature over Printed Name of Accountant II - Head, Accounting Section

ORS/BURS No. : **24-12-8800**  
 Date of the ORS/BURS: **Dec. 4, 2024**  
 Amount : **64,741.00**

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## NOTICE OF AWARD

DATE: 24 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. 2024-09-0938 for the "Purchase of Supplies for the use of Protective Services Division" is hereby awarded to you as the Bidder with the Lowest Calculated & Responsive Quotation at a Contract Price equivalent to **Sixty-Four Thousand Seven Hundred Forty-One Pesos Only (Php64,741.00)**.

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 *X*

Conforme:

  
**JOJIE R. VELINA**

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

**MOSTACO MARKETING**

Date: 12/13/24