



**PURCHASE ORDER**  
DSWD MIMAROPA Region  
Entity Name

Supplier : <b>MOSTACO MARKETING</b>	P.O. No. : <b>2024-09-0617</b>
Address : <b>68A Lalaine Bennet St., BF Resort Village, Las Pinas City</b>	Date : <b>September 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 FO 1680 F.T. Benitez St. cor Malvar St., Malate, Manila</b>	Delivery Term : <b>FOB Destination</b>
Date of Delivery : <b>15 CD upon receipt of approved PO</b>	Payment Term : <b>15-30 days upon final invoice</b>

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
<b>Purchase of Supplies for the Use of SFPMO Staff</b>					
1	pc	STAPLER, standard type	7	94.00	658.00
2	pack	VELLUM BOARD PAPER, 220 GSM, 10 pcs/pack	40	30.00	1,200.00
3	pc	LOOSE LEAF FILLER, for ring binder, A4	100	45.00	4,500.00
4	pack	TAPE FLAG, 1x3 inches 20 sheets Sign Here	20	98.00	1,960.00
5	cart	INK, HP 680, Black	15	540.00	8,100.00
6	cart	INK, HP 680, Colored	15	540.00	8,100.00
7	cart	INK, HP 938, Black	5	1,945.00	9,725.00
8	cart	INK, HP 938, Cyan	5	1,945.00	9,725.00
9	cart	INK, HP 938, Magenta	5	1,945.00	9,725.00
10	cart	INK, HP 938, Yellow	5	1,945.00	9,725.00
***nothing follows***					
TOTAL APPROVED BUDGET FOR THE CONTACT (Php 66,600.00 ) <b>RFQ No. 2024-08-0818 Shopping B</b> Supplies for the Use of SFPMO Staff Prepared by: Cathy Victorio					<b>TOTAL 63,418.00</b>

(Total Amount in Words) Sixty-Three Thousand Four Hundred Eighteen 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 item/s.

Conforme:

**JOIE R. VELINA**

Signature over Printed Name of Supplier

10/08/24

Date

Very truly yours,

**LEONARDO C. REYNOSO, CESO III**

Signature over Printed Name of Authorized Official

X

Fund Cluster : **1**  
Funds Available : **63,418**

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

ORS/BURS No. : **09-6912**  
Date of the ORS/BURS: **09/27/24**  
Amount : **63,418**



### NOTICE OF AWARD

Date: SEP 24 2024

**JOJIE REPIA 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. 2024-08-0818 for the Purchase of Supplies for the Use of SFPMO Staff is hereby awarded to you as the Bidder with the Lowest Calculated Responsive Quotation at a Contract Price equivalent to SIXTY-THREE THOUSAND FOUR HUNDRED EIGHTEEN PESOS ONLY (Php 63,418.00) 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

