



PURCHASE ORDER
DSWD MIMAROPA Region
 Entity Name

Supplier : **MOSTACO MARKETING** P.O. No. : **2024-09-0538**
 Address : **68A Lalaine Bennet Street BF Resort Village Las Pinas City** Date : **September 6 2024**
 TIN : Mode of Procurement : **SHOPPING B**

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

Place of Delivery : **SWADT PALAWAN (No. 54 H. Mendoza St., Puerto Princesa City, 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 | Bottle | Office Supplies for the use of Disaster Response Management Division Staff Ink, for stampad (HBW 60ML PURPLE) | 3 | 26.00 | 78.00 |
| 2 | Box | Staple wire, standard (BOSS/GT/WELLS) | 20 | 29.00 | 580.00 |
| 3 | Roll | Tape, Masking, 24mm x 50m (EXCELL 50M) | 21 | 52.00 | 1,092.00 |
| 4 | Roll | Tape, Masking, 48mm x 50m (EXCELL 50M) | 20 | 98.00 | 1,960.00 |
| 5 | Roll | Tape, packaging, 48mm x 50m (EXCELL 50M) | 20 | 24.00 | 480.00 |
| 6 | Roll | Tape, transparent, 24mm x 50m (EXCELL 50M) | 21 | 15.00 | 315.00 |
| 7 | Roll | Tape, transparent, 48mm x 50m (EXCELL 50M) | 21 | 24.00 | 504.00 |
| 8 | Unit | Calculator, compact (CASIO MX12B) | 2 | 358.00 | 716.00 |
| 9 | Piece | Correction Tape 5mm x 8m (PREVAILED 8M) | 30 | 20.00 | 600.00 |
| 10 | Piece | Data file box, made of chipboard, with closed ends (MAGAZINE BOX SINGLE) | 15 | 91.00 | 1,365.00 |
| 11 | Box | Fastener (METAL TIGER/GATOR) | 15 | 46.00 | 690.00 |
| 12 | Box | Paper Clip, vinyl/plastic coated, 33mm (RAMBO/PRINCE) | 4 | 10.00 | 40.00 |
| 13 | Box | Paper Clip, vinyl/plastic coated, jumbo 50mm (RAMBO/PRINCE) | 2 | 21.00 | 42.00 |
| 14 | Box | Rubber band No.18 (TIGER FLAT) | 2 | 156.00 | 312.00 |
| 15 | Piece | Tape dispenser, table top (BOSS/PREVAILED/UK) | 3 | 91.00 | 273.00 |
| 16 | Pad | Notepad, stick-on, 50mm x 76mm (BOSS/HBW/ACURA) | 25 | 17.00 | 425.00 |
| 17 | Pad | Notepad, stick-on, 76mm x 100mm (BOSS/HBW/ACURA) | 25 | 25.00 | 625.00 |
| 18 | Pad | Notepad, stick-on, 76mm x 76mm (BOSS/HBW/ACURA) | 25 | 20.00 | 500.00 |
| 19 | Ream | Paper, Multicopy A4 80gsm (CROCO 80GSM) | 50 | 209.00 | 10,450.00 |
| 20 | Ream | Paper, Multicopy Legal 80gsm (CROCO 80GSM) | 30 | 216.00 | 6,480.00 |
| 21 | Piece | Record Book, 500 pages (OFFICIAL VISION) | 3 | 179.00 | 537.00 |
| 22 | Piece | Sign pen, 0.5 extra fine tip, black (PILOT) | 60 | 57.00 | 3,420.00 |
| 23 | Roll | Double sided tape tissue tape 24mm x 10m (EXCEL 10M NO FOAM) | 5 | 20.00 | 100.00 |
| 24 | Piece | Stapler, Standard type (BOSS/PREVAILED) | 2 | 94.00 | 188.00 |
| 25 | Unit | Stapler, Heavy duty (Binder) (HUAPUDDA 120 SHEET CAP) | 2 | 449.00 | 898.00 |
| 26 | Piece | Staple Remover, Plier-type (PLIER/JOY/HBW/UK) | 3 | 56.00 | 168.00 |
| 27 | Piece | Ink, Epson 003 Black (EPSON003) | 20 | 240.00 | 4,800.00 |
| 28 | Piece | Ink, Epson 003 Cyan (EPSON003) | 15 | 240.00 | 3,600.00 |
| 29 | Piece | Ink, Epson 003 Yellow (EPSON003) | 15 | 240.00 | 3,600.00 |
| 30 | Piece | Ink, Epson 003 Magenta (EPSON003) | 15 | 240.00 | 3,600.00 |
| 31 | Piece | Heavy Duty Puncher (BOSS/PREVAILED/UK) | 2 | 156.00 | 312.00 |
| *** Nothing Follows*** | | | | | 48,750.00 |
| Approved Budget for the Contract: Php57,615.16 PR No.: 2024-07-0619 Purpose: Office Supplies for the use of Disaster Response Management Division Provincial Staff Palawan Prepared by: Mark Anthony Diones | | | | | |

(Total Amount in Words) **Forty-Eight Thousand Seven Hundred Fifty Pesos Only** **48,750.00**


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: 
JOJE 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 **9/17/24**

Fund Cluster : **101**
 Funds Available : **48,750.00**


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

ORS/BURS No. : **02-10110, 2024-09-0248**
 Date of the ORS/BURS : **SEPT 11, 2024**
 Amount : **48,750.00**

NOTICE OF AWARD

DATE: 05 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. 2024-07-0649 for the "Purchase of Office Supplies for the use of Disaster Response Management Division Provincial Staff Palawan" is hereby awarded to you as the Bidder with the Lowest Calculated & Responsive Bid at a Contract Price equivalent to Forty-Eight Thousand Seven Hundred Fifty Pesos Only (Php48,750.00).

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: 9/17/24