



PURCHASE ORDER
DSWD MIMAROPA Region
Entity Name

Supplier : **MOSTACO MARKETING** P.O. No. **2025-01-0001**
 Address : **68A Lalaine Bennet St., BR Resort Village, Las Pinas City** Date **January 15, 2025**
 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 : **Pantawid Provincial Operation Office, 2nd Floor, RKT Building, JP Rizal St., cor. Bayabas St., Brgy. Lalud, Calapan City, Oriental Mindoro** Delivery Term : **FOB Destination**
 Date of Delivery : **Twenty (20) Calendar Days after receipt of Approved Purchase Order** Payment Term : **15-30 days upon final inspection**

STOCK Property No.	Unit	Description	Quantity	Unit Cost	Amount
Supply and Delivery of Office Supplies for Pantawid POO, Oriental Mindoro for 1st Quarter 2025					
1	piece	Sign Pen, Extra fine tip, Black - DIXON 0.5	15	18.00	270.00
2	piece	Sign Pen, Extra fine tip, Blue - DIXON 0.5	15	18.00	270.00
3	roll	Wrapping Paper - KRAFT WRAPPING 50'S	4	271.00	1,084.00
4	piece	Battery, dry cell, size AA - MAXELL	4	14.00	56.00
5	piece	Battery, dry cell, size AAA - MAXELL	4	18.00	72.00
6	piece	Ballpoint Pen, Blue - HBW	50	4.00	200.00
7	pack	Specialty Paper Vellum A4 size - ELIT 180GSM 10S	10	41.00	410.00
8	piece	Ink, for stamp pad - HBW PURPLE 60ML	3	26.00	78.00
9	bottle	Glue, all purpose, 200 grams - KIPPY	4	98.00	392.00
10	box	Staple Wire, standard #35 - MGK/BOSS/GT/WELLS	30	29.00	870.00
11	roll	Tape, masking, 24mm - EXCEL 20Y	30	29.00	870.00
12	roll	Tape, masking, 48mm - EXCEL 20Y	30	63.00	1,890.00
13	roll	Tape, Packaging, 48mm - EXCEL 50M	30	24.00	720.00
14	roll	Tape, Transparent 24mm - EXCEL 50M	39	15.00	585.00
15	box	Staple Wire, heavy duty (binder type), 23/13 - MGK/EAGLE/ETONA	3	39.00	117.00
16	piece	Ruler, plastic, 450mm - SMITH/UK	3	37.00	111.00
17	box	Clip, Backfold 19mm - MGK/BOSS/DIAMOND	30	15.00	450.00
18	box	Clip, Backfold 25mm - MGK/BOSS/DIAMOND	30	20.00	600.00
19	box	Clip, Backfold 32mm - MGK/BOSS/DIAMOND	30	28.00	840.00
20	box	Clip, Backfold 50mm - MGK/BOSS/DIAMOND	30	71.00	2,130.00
21	piece	Correction Tape, film based type, 8 meters - MGK/PREVAILED	100	20.00	2,000.00
22	set	Marker,Flourescent, 3 colors per set, assorted colors - EXCEL(GREEN,ORANGE,YELLOW)	10	39.00	390.00
23	piece	Marker, Permanent Black - HBW	30	13.00	390.00
24	piece	Marker, Permanent Blue - HBW	30	13.00	390.00
25	piece	Marker, Whiteboard, Black - EXCEL	30	17.00	510.00
26	piece	Marker, Whiteboard, Blue - EXCEL	30	17.00	510.00
27	box	Paper clip, vinly/plastic coated, 33mm - RAMBO/PRINCE	25	10.00	250.00
28	box	Paper clip, vinly/plastic coated, Jumbo, 50mm - RAMBO/PRINCE	25	21.00	525.00
29	pack	Cartolina , Assorted Colors, 20pcs/pack - VECO/ADVANCE 20S	3	177.00	531.00
30	pad	Notepad, stick-on ,50mm x 76mm (2"x3") - MGK/BOSS/HBW/ACURA	30	17.00	510.00
31	pad	Notepad, stick-on, 76mm x 76mm (3"x3") - MGK/BOSS/HBW/ACURA	30	20.00	600.00
32	ream	Paper, Multi-Copy, A4, 80gsm, 210mmx297mm - CROCO 80GSM	180	209.00	37,620.00
33	ream	Paper, Multi-Copy, Legal, 80gsm, 216mmx330mm - CROCO 80GSM	80	216.00	17,280.00
34	cart	Ink Cartridge, Epson C13T664100 (T6641), Black - EPSON T664	4	240.00	960.00
35	cart	Ink Cartridge, Epson C13T664200 (T6642), Cyan - EPSON T664	4	240.00	960.00
36	cart	Ink Cartridge, Epson C13T664300 (T6643), Magenta - EPSON T664	4	240.00	960.00
37	cart	Ink Cartridge, Epson C13T664400 (T6644), Yellow - EPSON T664	4	240.00	960.00

*****NOTHING FOLLOWS*****
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*****This will serve as the Notice to Proceed*****

Approved Budget for the Contract: Php82,015.64
PR No. 2025-01-0006
 Purpose: Supply and Delivery of Office Supplies for Pantawid POO, Oriental Mindoro for 1st Quarter 2025
 Prepared by: Emma Joy C. Nolasco

(Total Amount in Words) **SEVENTY SEVEN THOUSAND THREE HUNDRED SIXTY ONE PESOS ONLY** **77,361.00**

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:
JOJIE R. VELINA
 Signature over Printed Name of Supplier
 02/18/25
 Date

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

Fund Cluster : **01-101**
 Funds Available : **77,361.00**

REYNOLD WILBERT L. TONGDON
 Signature over Printed Name of Accountant III / Section Head, Accounting Section

ORS/BURS No. : **2025-02-0222**
 Date of the ORS/BURS: **Feb 5, 2025**
 Amount : **77,361.00**

NOTICE OF AWARD

Date: JAN 15 2025

MS. JOJIE R. PENIA

Proprietor

MOSTACO MARKETING

68A Lalaine Bennet St., BR Resort Village, Las Pinas City

Dear **Ms. Penia**:

We are pleased to inform you that the RFQ No. 2025-01-0006 for "Supply and Delivery of Office Supplies for Pantawid POO, Oriental Mindoro for 1st Quarter of 2025" is hereby awarded to you as the Bidder with the Lowest Calculated Responsive Quotation at a Contract Price equivalent to **Seventy Seven Thousand Three Hundred Sixty One Pesos Only (Php77,361.00)**. ✓

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: 02/18/25