

Supplier : MOSTACO MARKETING	P.O. No. : 2025-03-0085
Address : 68A Lalaine Bennet St., BF Resort Village, Talon II, Las Piñas City	Date : March 12, 2025
TIN : 915-524-116-00000	Mode of Procurement : NP-Shopping B



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


Place of Delivery : 1680 Benitez St, cor, 1004 Gen. Malvar St, Malate, Manila, Metro Manila	Delivery Term : FOB Destination
Date of Delivery : 7 calendar days upon receipt of approved Purchase Order	Payment Term : 15-30 days upon final inspection

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
Office Supplies ICT Section					
1	gallon	ALCOHOL, Ethyl, 1 Gallon (SAFEWELL)	2	182.00	364.00
2	piece	SIGN PEN, Medium Tip, Black, 0.6 mm (PILOT V5)	23	62.00	1,426.00
3	piece	SIGN PEN, Extra Fine Tip, Blue, 0.5 mm (PILOT V5)	18	62.00	1,116.00
4	pack	BATTERY, dry cell, size AAA (MAXELL 2S)	5	35.00	175.00
5	box	ENVELOPE, Documentary, A4 (#150 BROWN 500S)	1	910.00	910.00
6	piece	MARKER, Permanent, Black (HBW)	5	13.00	65.00
7	pair	SCISSORS, symmetrical/asymmetrical (8" BOSS/PREVAILED/UK)	1	37.00	37.00
8	ream	PAPER, MULTIPURPOSE A4, 80 gsm (CROCO)	41	209.00	8,569.00
9	book	RECORD BOOK, 500 PAGES (OFFICIAL VISION)	1	181.00	181.00
10	piece	CORRECTION TAPE (MGK/PREVAILED 8M)	20	20.00	400.00
11	piece	DOUBLE SIDED TAPE (EXCEL)	6	20.00	120.00
12	piece	Stick on notes "Sign Here" (JOY)	26	33.00	858.00
13	piece	EXPANDED FOLDER (white) (PB LOCAL)	8	20.00	160.00
14	set	Printer Cartridge of HP Officejet Pro 9120 (Magenta, Cyan, Yellow, Black), Original	5	8,075.00	40,375.00
15	set	Printer Ink of Epson L15150 (Magenta, Cyan, Yellow, Black), Original	1	2,760.00	2,760.00
16	pack	Vellum Board paper 160 GSM (100 pcs/pack)	5	543.00	2,715.00
17	bottle	INK BOTTLE, HP, GT53, XL, BLACK, Original	3	240.00	720.00
18	bottle	INK BOTTLE, HP, GT52, CYAN, Original	3	240.00	720.00
19	bottle	INK BOTTLE, HP, GT52, MAGENTA, Original	3	240.00	720.00
20	bottle	INK BOTTLE, HP, GT52, YELLOW, Original	3	240.00	720.00
21	bottle	INK BOTTLE, EPSON, 003, CYAN, Original	3	240.00	720.00
22	bottle	INK BOTTLE, EPSON, 003, YELLOW, Original	3	240.00	720.00
23	bottle	INK BOTTLE, EPSON, 003, MAGENTA, Original	3	240.00	720.00
24	bottle	INK BOTTLE, EPSON, 003, BLACK, Original	3	240.00	720.00
****NOTHING FOLLOWS****					
Contact Person: Dann Carlo M. Everdone Contact No.: 0915-4858-157					
Note: This will also serve as Notice to Proceed					
TOTAL APPROVED BUDGET FOR THE CONTRACT: Ninety Thousand Eight Hundred Sixty and 20/100 Pesos Only (Php 90,860.20) Purchase and delivery of office supplies for the 1st Quarter of 2025 to be used by ICT Section					
RFQ no. 2025-02-0101 Prepared by: Ruben John A. Borromeo					
				TOTAL	65,991.00

(Total Amount in Words) **Sixty Five Thousand Nine Hundred Ninety One (Php 65,991.00)**

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 03/24/25 Date	Very truly yours,  LEONARDO C. REYNOSO, CESO III Signature over Printed Name of Authorized Official Regional Director
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Fund Cluster : 101 Funds Available : ₱65,991.00  REYNOLD WILBERT L. TONGDO Signature over Printed Name of Chief Accountant/Head of Accounting Accountant II - Accounting Section Head	ORS/BURS No. : 2025-03-1162 Date of the ORS/BURS: 14 MAR 2025 Amount : ₱65,991.00
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NOTICE OF AWARD

Date: 10 MAR 2025

Ms. Jojie Repia Velina
Authorized Representative
MOSTACO MARKETING
68A Lalaine Bennet St., BF Resort Village
Talon II, Las Piñas City

Dear Ms. Velina:

We are pleased to inform you that the RFQ No. is hereby awarded to you as the Bidder with the Lowest Calculated Responsive Bid for the Purchase and delivery of office supplies for the 1st Quarter of 2025 to be used by ICT Section at a Contract Price amounting to Sixty Five Thousand Nine Hundred Ninety One (Php 65,991.00) 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: 03/24/25

