



**REPUBLIC OF THE PHILIPPINES**  
**DEPARTMENT OF BUDGET AND MANAGEMENT**  
 GENERAL SOLANO STREET, SAN MIGUEL, MANILA  
 Trunkline: 657-3300

**PURCHASE ORDER NO. 2019-156**

Supplier: <b>Mostaco Marketing</b>	Date: November 25, 2019
Address: 68A Lalaine Bennet St., BF Resort Village, Las Piñas City	Mode of Procurement: Small Value Procurement
TIN: 915-524-116-000	

Gentlemen:

Please deliver the article(s) product(s)/supplies/materials listed below priced in accordance with your Price Quotation, subject to the Terms and Conditions enumerated at the back hereof:

Place of Delivery: DBM Building III Date of Delivery: Within fifteen (15) calendar days upon receipt of Purchase Order (P.O.)	Delivery Term: Within fifteen (15) calendar days upon receipt of Purchase Order (P.O.) Payment Term: Upon completion of delivery and acceptance
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Stock No.	Unit	Item and Description /Specification	Quantity	Unit Cost	AMOUNT
	lot	<i>Supply and Delivery of HP and Brother Consumables for the Fourth Quarter</i>			
		I. HP Consumables			
	cart	a. CE251A (HP 504A)	4	P15,000.00	P60,000.00
	cart	b. GT 51 or GT 53, BLACK	4	P350.00	P1,400.00
	cart	c. GT, 52 CYAN	4	P350.00	P1,400.00
	cart	d. GT 52, YELLOW	4	P350.00	P1,400.00
	cart	e. GT 52 MAGENTA	4	P350.00	P1,400.00
		II. Brother Consumables (Drum)			
	drum	a. DR 3455	3	P3,900.00	P11,700.00
		III. Brother Consumables (Toner)			
	cart	a. TN 3448	14	P3,200.00	P44,800.00
<b>(Total Amount In Words)</b>					<b>P122,100.00</b>
<b>One Hundred Twenty Two Thousand One Hundred Pesos</b>					

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent (1%) for every day of delay shall be imposed.

Conforme: *Ramiro A Flores*  
 Signature over Printed Name of Supplier  
12-9-19  
 Date

Very truly yours,  
**THEA MARIE CORINNE F. PALARCA**  
 Director IV / Administrative Services  
 Authorized Official  
 (Representing End User)

Funds Availability Certified by:  <b>JEFFREY DM GALARPE</b> OIC - Accounting Division	OS No : <u>02/011012019-11-2608</u> Amount : <u>₱ 122,100.00</u> Date : <u>11/27/19</u>
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**Distribution of Copies:**  
 // Original copy for the Supplier's Conformance  
 // Agency's Central Supply and Property Section for file  
 // COA Auditor



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

**NOTICE OF AWARD**

November 25, 2019

**MS. JOJIE REPIA VELINA**  
68A Lalaine Bennet St.,  
BF Resort Village,  
Las Piñas City

Dear Ms. Velina:


We are pleased to inform you that the project *"Supply and Delivery of HP and Brother Consumables for the Fourth Quarter"* is hereby awarded to your company in the amount of One Hundred Twenty Two Thousand One Hundred Pesos (P122,100.00).

Based on evaluation of your submitted documents, the Administrative Service finds your submission as the lowest calculated and responsive quotation for the said project.

Thank you very much.

Very truly yours,

  
**THEA MARIE CORINNE F. PALARCA**  
Director IV, Administrative Service 

  
Armino A. Flores 12-4-19



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
GENERAL SOLANO ST REET, SAN MIGUEL, MANILA

**NOTICE TO PROCEED**

November 25, 2019

**MS. JOJIE REPIA VELINA**  
68A Lalaine Bennet St.,  
BF Resort Village,  
Las Piñas City

Dear Ms. Velina:

Per attached Purchase Order No. **2019-156**, we hereby notify you that your Office may proceed with the delivery of the project *"Supply and Delivery of HP and Brother Consumables for the Fourth Quarter"*, upon receipt and acceptance of this Notice.

In this regard, your Office shall coordinate with our Procurement Management Division to ensure compliance with the item/service specification, and the terms stated at the back of the Purchase Order.

Thank you very much.

Very truly yours,

  
THEA MARIE CORINNE F. PALARCA  
Director *W*, Administrative Service *910*

  
Ramiro Flores 12-4-19  
Conforme / Date