



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

PURCHASE ORDER NO. 2021-065
SEP 30 2021

Supplier:	Mostaco Marketing	Date:	SEP 30 2021
Address:	68A Lalaine Bennet St. BF Resort Village, Las Piñas City	Mode of Procurement:	NP- Small Value Procurement
TIN:	915-542-116-000		

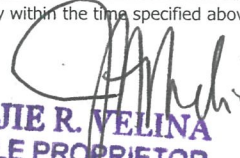
Gentlemen:
 Please deliver the article(s) product(s)/supplies/materials listed below priced in accordance with your Price Quotation, subject to the Terms and Conditions enumerated at the back hereof:

Place of Delivery: DBM Central Office	Payment Term: Payment shall be made through Landbank's LDDAP- ADA / Bank Transfer facility within Sixty (60) days after submission of Billing and User Inspection and Acceptance of the Product. Bank Transfer fee shall be charged against creditor's account.
Delivery Term: Fifteen (15) working days upon receipt of Notice to Proceed (NTP)	

Stock No.	Unit	Item and Description /Specification	Quantity	Unit Cost	AMOUNT
		Perfectly balance designed high quality ballpen Smooth writing with super fine point Best for office use Pen tip size: 0.5 mm Color:			
	pcs	- Black	500	P3.50	P1,750.00
	pcs	- Blue	500	P3.50	P1,750.00
	pcs	- Red	500	P3.50	P1,750.00
nothing follows					

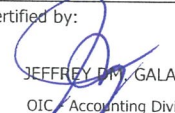
(Total Amount In Words)
 Five Thousand Two Hundred and Fifty Pesos only **P5,250.00**

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

Conforme: 
JOJIE R. VELINA
SOLE PROPRIETOR
 Signature over Printed Name of Supplier
 Date: 10/01/2021

Very truly yours,

THEA MARIE CORINNE F. PALARCA
 Director IV, Administrative Service
 Authorized Official
 (Representing End User)

Funds Availability Certified by:  JEFFREY D. GALARPE OIC - Accounting Division	OS No : <u>02/01/02021-09-1175</u> Amount : <u>P5,250-</u> Date : <u>09/27/21</u>
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- Distribution of Copies:**
- / / Original copy for the Supplier's Conforme
 - / Agency's Central Supply and Property Section/EUR for IAR and Payment Processing
 - / / COA Auditor
 - / / AS-PMD Copy for file



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SEP 30 2021

NOTICE OF AWARD

MS. JOJIE R. VELINA

Mostaco Marketing
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 Writing Supplies not Available at PS for the DBM CO"* is hereby awarded to your company in the amount of Five Thousand Two Hundred and Fifty Pesos only (Php 5,250.00).

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

Thank you and God Bless.

Very truly yours,


THEA MARIE CORINNE F. PALARCA
Director IV, Administrative Service

Conforme: 
JOJIE R. VELINA
SOLE PROPRIETOR

Authorized Representative,
Mostaco Marketing

Date:

10/01/21



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

NOTICE TO PROCEED

SEP 30 2021

MS. JOJIE R. VELINA

Mostaco Marketing
68A Lalaine Bennet St. BF Resort Village
Las Piñas City

Dear **Ms. Velina:**

Per attached Purchase Order No. 2021-065, we hereby notify you that your office may proceed with the delivery of the project, *"Supply and Delivery of Writing Supplies not Available at PS for the DBM CO"* upon receipt and acceptance of this Notice.

In this regard, your Office shall coordinate with our End-User Representative to ensure compliance with the item/service specification, and the terms stated at the back of the Purchase Order.

Very truly yours,


THEA MARIE CORINNE F. PALARCA
Director IV, Administrative Service

Conforme:


JOJIE R. VELINA
SOLE PROPRIETOR

Authorized Representative,
Mostaco Marketing

Date:

10 / 01 / 2021