

PURCHASE ORDER




Department of Budget and Management-National Capital Region

Supplier : Mostaco Marketing		P.O. No.: NCR-PO-2024-09-0011	
Address : 68A Lalaine Bennet St., BF Resort Village, Talon II Las Piñas City, Metro Manila		Date : September 6, 2024	
TIN : 915-524-116-000		Mode of Procurement : Shopping (Sec. 52.1 (b))	

Gentlemen:

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

Place of Delivery: 2nd flr., Arcache Bldg., Nepomuceno St., San Miguel, Mla		Delivery Term: Delivery to DBM-NCR	
Date of Delivery: 7 calendar days from the receipt of NOA and P.O.		Payment Term: Government Term	

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Total*
		Supply and Delivery of Consolidated Office Supplies, Consumables, Other Materials, and ICT Equipment			
		Office Supplies and Consumables			
	Jars	1. Kippy, Glue, White, All Purpose, 200 grams	2	98.00	196.00
	pcs	2. Elmer's Glue, White, All Purpose, 40 grams	4	31.00	124.00
	pcs	3. Pilot, Marker, Black, for white board	12	65.00	780.00
	pcs	4. Pilot, Marker, Blue, for white board	12	65.00	780.00
	pcs	5. Pilot, Marker, Red, for white board	12	65.00	780.00
	pcs	6. Pilot, Marker, Black, Permanent	5	42.00	210.00
	pcs	7. Pencil Sharpener, Two-Hole Metal, Ordinary	12	20.00	240.00
	pcs	8. Carl 75A, Puncher, Two-Hole, Paper, Heavy-Duty	2	476.00	952.00
	pcs	9. MyGel, Sign Pen, Blue, Fine Tech Gel Pen, 0.5mm	12	26.00	312.00
	pcs	10. MyGel, Sign Pen, Red, Fine Tech Gel Pen, 0.5mm	24	26.00	624.00
	rolls	11. Excel, Packaging Tape, 50 meters	5	26.00	130.00
	cart	12. Brother DR-3455, Drum Cartridge, Black	1	7,490.00	7,490.00
		Other Supplies and Materials			
	cans	13. Baygon, Insecticide, Multi-Insect Killer Spray, Aerosol, 500ml	8	322.00	2,576.00
	pack	14. Pestoff Glueboard, Scented Mouse Trap	1	276.00	276.00
	pcs	15. Cheese/Peanut Scent 2S	5	28.00	140.00
		Kamoi Flypaper, Rat and Fly Paper			
	pouches	16. Safeguard, Purewhite, Hand Soap, Liquid, Regular, 620ml	3	278.00	834.00
	pouches	17. Safeguard, Lemon Fresh, Hand Soap, Liquid, Scented, 620ml	3	278.00	834.00
	pouches	18. Surf Cherry, Detergent Powder, All-purpose clean, 1.1kg	2	166.00	332.00
	bottles	19. Gleam, Muriatic Acid, All-purpose clean, 250ml	2	51.00	102.00
	packs	20. "Tisyu", Tissue, Interfolded Paper Towel, 1ply, 175pulls	16	42.00	672.00
	packs	21. Flat Type, Trash Bag, 26"x32" (Large) 10 bags/pack	10	30.00	300.00
	packs	22. Flat Type, Trash Bag, 18"x20" (Small) 10 bags/pack	12	7.00	84.00
		Information and Communication Technology Equipment			
	units	23. Logitech H151, Headset, 3.5mm, Audio Jack Connection, Black, Rotating Microphone, Adjustable Headband	2	979.00	1,958.00
	units	24. A4Tech OP-620D, Mouse, USB Optical Mouse, Doubled-Click	4	406.00	1,624.00
	units	25. A4Tech PK-910H, Webcam, 1080p, Full HD, Black, USB/Jack	2	1,455.00	2,910.00
TOTAL					25,260.00
(Total Amount in Words)			TWENTY-FIVE THOUSAND & TWO HUNDRED SIXTY PESOS ONLY		
<p>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.</p> <p>Conforme:  JOIE R. VELINA Signature over Printed Name of Supplier</p> <p>Date: <u>09/09/24</u></p> <p>Very truly yours,  RUBY P. MURO Director IV</p>					
Fund Cluster: 01 Regular Fund Funds Available:  MARIE GRACE A. TIMBREZA Accountant III			ORS:/BURS No.: <u>2024-09-00299</u> Date of the ORS:/BURS: <u>9/6/2024</u> Amount: <u>25,260.-</u>		



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

**BIDS AND AWARDS COMMITTEE
NOTICE OF AWARD**

September 5, 2024

MS. JOJIE REPIA VELINA

Sole Proprietor
Mostaco Marketing
68A Lalaine Bennet St., BF Resort Village,
Talon II, Las Piñas City, Metro Manila

Dear Ma`am:

We are pleased to inform you that the contract for the Project, "**Supply and Delivery of Consolidated Office Supplies, Consumables, Other Materials, and ICT Equipment**" is hereby awarded to **Mostaco Marketing** in the total amount of **TWENTY-FIVE THOUSAND & TWO HUNDRED SIXTY PESOS ONLY (P25,260.00)**, details as follows:

Item No.	Description	Quantity
Office Supplies and Consumables		
1.	Kippy, Glue, White, All Purpose, 200 grams	2 Jars
2.	Elmer`s Glue, White, All Purpose, 40 grams	4 pcs
3.	Pilot, Marker, Black, for white board	12 pcs
4.	Pilot, Marker, Blue, for white board	12 pcs
5.	Pilot, Marker, Red, for white board	12 pcs
6.	Pilot, Marker, Black, Permanent	5 pcs
7.	Pencil Sharpener, Two-Hole Metal, Ordinary	12 pcs
8.	Carl 75A, Puncher, Two-Hole, Paper, Heavy-Duty	2 pcs
9.	MyGel, Sign Pen, Blue, Fine Tech Gel Pen, 0.5mm	12 pcs
10.	MyGel, Sign Pen, Red, Fine Tech Gel Pen, 0.5mm	24 pcs
11.	Excel, Packaging Tape, 50 meters	5 rolls
12.	Brother DR-3455, Drum Cartridge, Black	1 cart


Other Supplies and Materials		
13.	Baygon, Insecticide, Multi-Insect Killer Spray, Aerosol, 500ml	8 cans
14.	Pestoff Glueboard, Scented Mouse Trap	1 pack
15.	Cheese/Peanut Scent 2S Kamoi Flypaper, Rat and Fly Paper	5 pieces
16.	Safeguard, Purewhite, Hand Soap, Liquid, Regular, 620ml	3 pouches
17.	Safeguard, Lemon Fresh, Hand Soap, Liquid, Scented, 620ml	3 pouches
18.	Surf Cherry, Detergent Powder, All-purpose, Scented, 1.1kg	2 pouches
19.	Gleam, Muriatic Acid, All-purpose clean, 250ml	2 bottles
20.	"Tisyu", Tissue, Interfolded Paper Towel, 1ply, 175pulls	16 packs
21.	Flat Type, Trash Bag, 26"x32" (Large) 10 bags/pack	10 packs
22.	Flat Type, Trash Bag, 18"x20" (Small) 10 bags/pack	12 packs
Information and Communication Technology Equipment		
23.	Logitech H151, Headset, 3.5mm, Audio Jack Connection, Black, Rotating Microphone, Adjustable Headband	2 units
24.	A4Tech OP-620D, Mouse, USB Optical Mouse, Doubled-Click	4 units
25.	A4Tech PK-910H, Webcamera, 1080p, Full HD, Black, USB/Jack Connection	2 units

All the above-stated items shall be delivered seven (7) calendar days upon receipt of this Notice and the Purchase Order (P.O).

Very truly yours,


RUBY P. MURO
Regional Director

Conforme:


JOJE R. VELINA

Date: 09/09/24