



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

**NOTICE TO PROCEED**

06 MAY 2025

**MS. JOJIE REPIA VELINA**

Mostaco Marketing  
68A Lalaine Bennet St., Brgy Talon  
Dos Las Piñas City, Metro Manila

Dear Ms. Velina,

Per attached Purchase Order No. 2025-021, we hereby notify you that your office may proceed with the delivery of the project, **"Supply and Delivery of Pressboard Folder"** upon receipt and acceptance of this Notice.

In this regard, your Office shall coordinate with our Administrative Service – General Services Division to ensure compliance with the item specification and the terms stated at the back of the Purchase Order.

Very truly yours,

**RAMON VICENTE B. ASUNCION**

Assistant Secretary, IM and Concurrent  
Director IV, Administrative Service

Conforme

JOJIE REPIA VELINA  
SOLE PROPRIETOR

Authorized Representative  
Mostaco Marketing

Date: 08 MAY 2025



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

**PURCHASE ORDER NO. 2025-021**

|                                                                                                                                                                                                           |                                                                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| Supplier: <b>Mostaco Marketing</b>                                                                                                                                                                        | Date: <b>06 MAY 2025</b>                                              |
| Address: 68A Lalaine Bennet St., Brgy Talon<br>Dos Las Piñas City, Metro Manila                                                                                                                           | Mode of Procurement: Alternative Method of Procurement - Shopping (b) |
| TIN: 915-524-116-000                                                                                                                                                                                      |                                                                       |
| Gentlemen:<br>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. |                                                                       |

|                                                                                                                                  |                                                                                                                                                                                                                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Place of Delivery:</b><br>- Department of Budget and Management (DBM) Central Office - General Solano St., San Miguel, Manila | <b>Payment Term:</b> 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. |
| <b>Delivery Term:</b><br>- Within fifteen (15) calendar days from the receipt of Notice to Proceed (NTP)                         |                                                                                                                                                                                                                                                                        |

| Stock No. | Unit         | Item and Description /Specification                                                                                   | Total Quantity | Unit Cost | Amount             |
|-----------|--------------|-----------------------------------------------------------------------------------------------------------------------|----------------|-----------|--------------------|
|           | <b>Boxes</b> | <b>Supply and Delivery of Pressboard Folder</b><br>Folder, Pressboard, size: 240mm x 370mm (-5mm), 100 pieces per box | 100            | ₱1,938.00 | <b>₱193,800.00</b> |

*-Nothing Follows-*

(Total Amount In Words)  
**One Hundred Ninety-Three Thousand Eight Hundred Pesos Only** **₱193,800.00**

"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:

JOSE  
SOLE PROPRIETOR

Signature over Printed Name of Supplier

MAY 8, 2025  
Date

Very truly yours,

Assistant Secretary, Internal Management Group and  
Concurrent Director IV, Administrative Service  
Authorized Official

Funds Availability Certified by: **JEFFREY**  
Chief Accountant, Finance Service

OS No :  
Amount :  
Date :

0216/N/2025-05-1351  
₱ 193,800.-  
05/02/25

**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



**TERMS AND CONDITIONS  
(PURCHASE ORDER)**

1. ALL PRICES QUOTED HEREIN ARE VALID, BINDING AND EFFECTIVE AT LEAST WITHIN THIRTY (30) CALENDAR DAYS FROM DATE OF QUOTATION.
  2. AWARDDEE shall be responsible for the source(s) of his supplies/materials/equipment and shall make deliveries in accordance with schedule, quality and specifications of the award and purchase order (PO). Failure by the AWARDDEE to comply with the same shall be ground for cancellation of the award and purchase order issued to that AWARDDEE and for re-awarding the item(s) to the Next Lowest Responsive Proposal, as determined by the DBM Bids and Awards Committee and approved by the Secretary of Budget and Management or his duly authorized representative.
  3. The Goods shall only be delivered by the Supplier at the Property Section, General Services Division of the Procuring entity's Administrative Service located at Ground Floor, DBM Bldg. III, Gen. Solano St., San Miguel, Manila, not later than 10:00 am up to 3:00 pm on the date of delivery as indicated in PO.
- Moreover, the delivery schedule as indicated in the PO may be modified at the option of the Procuring Entity, with prior due notice, written or verbal, to the Supplier.
4. Subject to the provisions of the preceding paragraph, where AWARDDEE has accepted a purchase order but failed to deliver the required product(s) within the time called for in the same order, he shall be extended a maximum period of fifteen (15) calendar days to make good his delivery. Thereafter if AWARDDEE has not completed delivery within the extended period, the subject purchase order shall be cancelled and the award for the undelivered balance withdrawn from that AWARDDEE, without prejudice to the imposition of liquidated damages. The DBM shall then purchase the required item(s) from such other source(s) as it may determine, with the difference in price to be charged against the DEFAULTING AWARDDEE. Refusal by the DEFAULTING AWARDDEE to shoulder the price difference shall be ground for his disqualification from future bids of the same or all items, without prejudice to the imposition of other sanctions as prescribed under R.A. 9184 and its IRR.
  5. The Goods delivered are accepted by the Procuring Entity as to quantity only. However, inspection as to the Goods' compliance with the technical specifications, and its order and condition, will be done in the presence of the representatives of both Supplier and Procuring Entity within three (3) working days from the date of delivery upon prior due notice, written or verbal, to the authorize representative of the Supplier. The inspection will push through as scheduled even in the absence of the Supplier's representative, if the latter was duly notified. In which case, the results of the inspection conducted by the Procuring Entity shall be final and binding upon the Supplier.
  6. Rejected deliveries shall be construed as non-delivery of product(s) /item(s) so ordered and shall be, if applicable, subject to liquidated damages and to the terms and conditions prescribed under item 4 hereof.
  7. Supplier shall guarantee the deliveries to be free from defects. Any defective item(s)/product(s) that may be discovered by the DBM within seven (7) working days after acceptance of the same shall be replaced by the supplier within seven (7) working days or until stocks are available upon receipt of a written notice. Beyond the said time frame, defective units will be picked up by the supplier for assessment.
  8. A penalty of one-tenth of one percent (0.001) of the cost of the unperformed portion for everyday of delay.
- The maximum deduction shall be ten percent (10%) of the amount of contract. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the procuring entity may rescind the contract, without prejudice to other courses of action and remedies open to it. The Procuring Entity may also rescind the contract and impose 10% of the amount of the contract as liquidated damages, upon non-performance by the Supplier of any of its obligations under the contract.
- The imposition of liquidated damages in all instances shall be automatic, except upon prior request for extension and approval thereof by the Procuring Entity before the scheduled delivery date. Any request for extension not acted upon before delivery date shall be considered denied.
9. All duties, excise and other taxes and revenue charges, if any, shall be for the supplier's account.
  10. The technical specifications, bid proposal and other documents required from the AWARDDEE shall form part of this Purchase Order.
  11. The Head of the Agency reserves the right to reject any and all Bids, declare a failure of bidding, or not award the contract as prescribed under Section 41 of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act of 2003.
  12. The period for the performance of the obligations under this Contract shall not go beyond the validity of the appropriation for this Project.
  13. In compliance with Section 4.3 of Appendix 33 of the 2016 Revised IRR of RA No. 9184 and consistent with Administrative Order No. 34, s. 2020, the DBM shall publish in its official website and social media platform the following post-award information:

- a) Project name;
- b) Approved budget for the contract;
- c) Contract period;
- d) Name of the winning bidder and its official business address;
- e) Amount of contract awarded;
- f) Date of award and acceptance; and
- g) Implementing office/unit/division/bureau of the concerned agency or instrumentality.

Accepted By:

**JOSE N. WILUNA**  
**SOLE PROPRIETOR**

AWARDEE

REPUBLIC OF THE PHILIPPINES)  
CITY OF MANILA ) S.S.

BEFORE ME, a Notary Public for and in the City of Manila, Philippines on this \_\_\_\_\_ day of \_\_\_\_\_, 2025, personally appeared \_\_\_\_\_ known to me to be the same person who accepted the foregoing Terms and Conditions of a Purchase Order and who acknowledged to me that the same is his free and voluntary act and deed and of the entity that he represents.

This Instrument refers to a \_\_\_\_\_ consisting of \_\_\_\_\_ (\_\_\_\_) pages including this page and its Annexes, signed by the parties and their material witnesses.

WITNESS MY HAND AND SEAL this \_\_\_\_\_ day of \_\_\_\_\_, 2025.  
Doc No \_\_\_\_\_;  
Page No \_\_\_\_\_;  
Book No \_\_\_\_\_;  
Series of 2025.



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

**NOTICE OF AWARD**

APR 30 2025

**MS. JOJIE REPIA VELINA**

Mostaco Marketing  
68A Lalaine Bennet St., Brgy Talon  
Dos Las Piñas City, Metro Manila

Dear Ms. Velina,

We are pleased to inform you that the Project, **"Supply and Delivery of Pressboard Folder"** is hereby awarded to your company in the amount of One Hundred Ninety-Three Thousand Eight Hundred Pesos Only (Php 193,800.00)

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

**RAMON VICENTE B. ASUNCION**

Assistant Secretary, IM and Concurrent  
Director IV, Administrative Service

Conforme:

JOJIE REPIA VELINA  
SOLE PROPRIETOR

Authorized Representative  
Mostaco Marketing

Date: 04/30/25