



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

**PURCHASE ORDER NO. 2024-042**

Supplier: **MOSTACO MARKETING** Date: **09 JUL 2024**  
Address: 68A Lalaine Bennet Street  
BF Resort Village, Las Piñas City Mode of Procurement: AMP-Shopping (52.1b)  
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 Central Office - General Solano Street, San Miguel, Manila

**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:** Within fifteen (15) calendar days from the receipt of Notice to Proceed to be delivered to the DBM-Administrative Service

Stock No.	Unit	Item and Description /Specification	Total Quantity	Unit Cost	AMOUNT
		Supply and Delivery of Office Supplies used in Official Operations not available at the DBM-Procurement Service for the 1st and 2nd Quarter			
	pieces	<b>Sign Pen, Fine Tip, Black</b>	2,000	15.00	₱30,000.00
	pieces	<b>Sign Pen, Fine Tip, Blue</b>	2,000	15.00	₱30,000.00
	pieces	<b>Sign Pen, Fine Tip, Red</b>	400	15.00	₱6,000.00
	packs	<b>Battery, Dry Cell, Size AA</b>	500	26.00	₱13,000.00
	packs	<b>Battery, Dry Cell, Size AAA</b>	500	32.00	₱16,000.00
	boxes	<b>Fastener, Metal</b>	300	42.00	₱12,600.00
	pieces	<b>Marker, Whiteboard, Black</b>	600	15.00	₱9,000.00
	pieces	<b>Marker, Whiteboard, Blue</b>	600	15.00	₱9,000.00
	pieces	<b>Marker, Whiteboard, Red</b>	600	15.00	₱9,000.00
		<i>* nothing follows *</i>			

(Total Amount In Words)

**One Hundred Thirty Three Thousand Six Hundred Pesos only\***

**Php 133,600.00\***

"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

**07/16/2024**

Date

Very truly yours,

**RAMON VICENTE B. ASUNCION**  
Director IV, Administrative Service  
Authorized Official

Funds Availability Certified by:

**JEFFREY B. GALARPE**  
Chief Accountant - Finance Service

OS No :

Amount :

Date :

**02/10/10/2024-07-2013**

**₱ 133,600.00**

**07/25/24**

**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

**Note:**

\* The original quotation amount is Php134,600.00. As recalculated, in accordance with Section 32.2.3 (a) of RA No. 9184



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

**NOTICE TO PROCEED**

09 JUL 2024

**MS. JOJIE R. VELINA**

Mostaco Marketing  
68A Lalaine Bennet Street  
BF Resort Village, Las Piñas City  
Makati City

Dear **Ms. Velina**,

Per attached Purchase Order No. 2024-042, we hereby notify you that your office may proceed with the delivery of the project, **"Supply and Delivery of Office Supplies used in Official Operations not available at the DBM-Procurement Service for the 1<sup>st</sup> and 2<sup>nd</sup> Quarter"** upon receipt and acceptance of this Notice.

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

Very truly yours,

**RAMON VICENTE B. ASUNCION**

Director IV, Administrative Service

Conforme:

**JOJIE R. VELINA**  
SOLE PROPRIETOR

Authorized Representative

Mostaco Marketing

Date: 07/03/2024



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

**NOTICE OF AWARD**

**JUL 02 2024**

**MS. JOJIE R. VELINA**

Mostaco Marketing  
68A Lalaine Bennet Street  
BF Resort Village, Las Piñas City

Dear **Ms. Velina,**

We are pleased to inform you that the Project, **"Supply and Delivery of Office Supplies used in Official Operations not available at the DBM-Procurement Service for the 1st and 2nd Quarter"** is hereby awarded to your company in the amount of One Hundred Thirty-Three Thousand Six Hundred Pesos only (Php 133,600.00).

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**

Director IV, Administrative Service

Conforme:

**JOJIE R. VELINA**  
**SOLE PROPRIETOR**

Authorized Representative,

Mostaco Marketing

Date: 07/03-2024