

**PURCHASE ORDER**
**SUPPLIER INFORMATION**

 MOSTACO MARKETING  
 118 Almeria Maricielo Villas Quirino Ave. Pulang Lupa Uno PH  
 915-524-116-00000

**PHONE/FAX:**  
**ATTENTION:**
**TRANSACTION INFORMATION**
**Status:** PO  
**PO NO:** 1240000690  
**PO Date:** 07-Dec-2022  
**PAYMENT TERMS:** 30 Days

Please deliver within 7-15 calendar days upon receipt of this order the following item/s to the General Services Department, Trade and Investment Development Corporation of the Philippines, 17th Floor Citibank Tower, Citibank Plaza, Valero St., Makati City.

Item No.	Qty	Unit	Articles / Description	Unit Cost	Total Cost	VAT	Net Value
CL00031	24	CAN	Insecticide, aerosol type	299.11	7,178.57	861.43	8,040.00
OFS00218	3	BOX	Computer Continuous Form, 1 ply, 280 x 241 mm	1,008.93	3,026.79	363.21	3,390.00
OFS00195	40	PAD	Note Pad, Stick On, 2" x 3"	15.18	607.14	72.86	680.00
OFS00222	40	PAD	Note Pad, stick on, 3" x 3"	18.75	750.00	90.00	840.00
OFS00106	20	PCS	Steno Notebook	18.75	375.00	45.00	420.00
OFS00172	100	PCS	Battery, AA	12.05	1,205.36	144.64	1,350.00
OFS00173	100	PCS	Battery, AAA	15.18	1,517.86	182.14	1,700.00
OFS00076	75	PCS	Tape, Masking	27.68	2,075.89	249.11	2,325.00
OFS00212	20	PCS	Tape, Masking, 48mm	59.82	1,196.43	143.57	1,340.00
OFS00077	50	PCS	Tape, Packaging	22.32	1,116.07	133.93	1,250.00
OFS00075	75	PCS	Tape Scotch	13.39	1,004.46	120.54	1,125.00
OFS00213	50	PCS	Tape, transparent, 48mm	22.32	1,116.07	133.93	1,250.00
CLS00029	60	CAN	Disinfectant Spray	330.36	19,821.43	2,378.57	22,200.00
CLS00009	36	PCS	Furniture Cleaner	241.07	8,678.57	1,041.43	9,720.00
OFS00180	600	PCS	CLIPS, binder (Clip foldback) .75"	1.12	669.64	80.36	750.00
OFS00032	600	PCS	CLIPS, binder (clip foldback), 1"	1.56	937.50	112.50	1,050.00
OFS00033	600	PCS	CLIPS, binder (clip foldback), 1.25"	2.01	1,205.36	144.64	1,350.00
OFS00031	600	PCS	CLIPS, binder (clip	5.13	3,080.36	369.64	3,450.00

			foldback), 2"				
OFS00220	30	PCS	Data File Box	81.25	2,437.50	292.50	2,730.00
OFS00039	25	BOX	Fastener File, Stainless	43.75	1,093.75	131.25	1,225.00
OFS00018	25	PCS	Whiteboard Marker, Black	15.18	379.46	45.54	425.00
OFS00019	25	PCS	Whiteboard Marker, Blue	15.18	379.46	45.54	425.00
OFS00037	50	BOX	Clips, Paper, small	8.93	446.43	53.57	500.00
OFS00036	50	BOX	Clips, Paper, Jumbo	18.75	937.50	112.50	1,050.00
OFS00178	10	BOX	Rubber Band	139.29	1,392.86	167.14	1,560.00
OFS00043	10	PCS	Puncher	139.29	1,392.86	167.14	1,560.00
OFS00035	18	PCS	Clips, Bulldog 3"	11.61	208.93	25.07	234.00
OFS00089	100	SET	Folder Divider, Yellow	16.96	1,696.43	203.57	1,900.00
<b>TOTAL QTY ORDER: 3436</b>				<b>TOTAL:</b>	65,927.68	7,911.32	73,839.00

Funds Available:

P 73,839.00

**RECOMMENDING  
APPROVAL:**

**APPROVED**

  
**Marites Saducos Cabias**

Officer-In-Charge, Budget  
Management Department

  
**Marvyn Anthony Coronado Galang**

Department Head (VP), Facilities &  
General Svcs. Dept

  
**Nelia Orteza Oandasan**

Group Head (Senior VP) - Business  
Operations Group

Please submit upon delivery four (4) copies each of your Invoice/Delivery Receipt showing our P.O. No., two (2) copies each of Certificate of Registration of Business Name, the Articles of Incorporation, in case of corporations and Vat Registration Certificate.

If you fail to comply with your delivery commitment, or if the materials that you will deliver are not in accordance with your offer and will be rejected by the requisitioner, award will be given to the next lowest bidder or purchase of said materials will be made in the open market and the differences in price to be charged against you.

Delay in delivery of the above item/s is subject to penalty of 1/10 of 1% of the total value of this Order each day of delay. Please return duplicate copy hereof to this Office duly signed by your authorized representative.

In case this matter is referred to an attorney-at-law for collection or legal action, you agree to pay the sum equivalent to ten percent (10%) of the amount involved but in no case less than Twenty Thousand Pesos (P 20,000.00) for and as attorney's fees and the cost of litigation.

The venue of court action, whether commenced by either of the parties, shall be laid exclusively in the proper court of Makati City.

This agreement is subject to such additional terms that the parties may agree upon in writing.

REFERENCE OF PRICES: \_\_\_\_\_

RECEIVED ORIGINAL PURCHASE ORDER: 

REFERENCE REQUISITION NO. \_\_\_\_\_

DATE 12/14/2022

BIR PERMIT NO: 050-CBA-031912-000628

DATE ISSUED: 19-MAR-2012

SERIES NO: 4000001 to 4000999