

## PURCHASE ORDER

### SUPPLIER INFORMATION

Name	: MOSTACO MARKETING
Address	: 118 Almeria Maricielo Villas Quirino Ave. Pulang Lupa Uno PH
TIN No.	: 915-524-116-00000
Contact No.	: 8869-4770
Contact Person	: Jojie R. Velina
PHILGEPS No.	: 146610
SEC No.	: N/A
DTI No	: 1025807

### TRANSACTION INFORMATION

PO No.	: 1240000722
PO Date	: 6-Mar-23
Payment Terms	: 30 Calendar Days
Mode of Procurement	: Shopping
Delivery Period (DP)	: 7-15 Calendar Days
Start of DP	: Upon receipt of this Order
Place of Delivery	: PHILGUARANTEE Main Office
Delivered To	: Facilities and General Services Dept.

ITEM No.	QTY.	UNIT	ITEMS/ DESCRIPTION	BRAND	COUNTRY OF ORIGIN	UNIT COST	TOTAL UNIT COST	VAT	CONTRACT COST
OFS00222	60	PAD	Note Pad, stick on, 3" x 3"	Boss/HBW / Acura	None	17.86	1,071.43	128.57	1,200.00
OFS00001	350	PCS	Ballpen, Black	Panda	None	5.36	1,875.00	225.00	2,100.00
OFS00172	60	PCS	Battery, AA	Maxell	None	11.61	696.43	83.57	780.00
OFS00173	60	PCS	Battery, AAA	Maxell	None	14.73	883.93	106.07	990.00
OFS00268	4	CTE	Brother Ink, DCP-T720DW BT5000C	Brother	None	312.50	1,250.00	150.00	1,400.00
OFS00267	4	CTE	Brother Ink, DCP-T720DW BT5000M	Brother	None	312.50	1,250.00	150.00	1,400.00
OFS00266	4	CTE	Brother Ink, DCP-T720DW BT5000Y	Brother	None	312.50	1,250.00	150.00	1,400.00
OFS00265	4	CTE	Brother Ink, DCP-T720DW BTD60BK	Brother	None	312.50	1,250.00	150.00	1,400.00
OFS00182	150	PCS	Correction Tape	Prevailed	None	17.86	2,678.57	321.43	3,000.00
OFS00029	90	CAN	Disinfectant Spray	Solbac	None	327.68	29,491.07	3,538.93	33,030.00
OFS00022	50	PCS	Eraser Rubber	Rabbit/ Maped	None	5.36	267.86	32.14	300.00
OFS00215	35	PCS	Flash Drive, 16GB	Hikvision	None	168.75	5,906.25	708.75	6,615.00
OFS00088	75	SET	Folder Divider, White	None	None	15.18	1,138.39	136.61	1,275.00
OFS00089	100	SET	Folder Divider, Yellow	None	None	16.96	1,696.43	203.57	1,900.00
OFS00227	1500	PCS	Folder, pressboard, legal	Veco	None	19.15	28,727.68	3,447.32	32,175.00
OFS00009	75	PCS	Furniture Cleaner	Splenda	None	258.93	19,419.64	2,330.36	21,750.00
OFS00202	30	BTL	Glue, all purpose	Kippy	None	87.50	2,625.00	315.00	2,940.00




CL00031	48	CAN	Insecticide, aerosol type	Kwik	None	294.64	14,142.86	1,697.14	15,840.00
OFS00017	150	PCS	Highlighter Pen	Excel	None	11.61	1,741.07	208.93	1,950.00
OFS00018	80	PCS	Whiteboard Marker, Black	Excel	None	15.18	1,214.29	145.71	1,360.00
CLS00012	5	PCS	Multi-Purpose Cleaner, Wipe out	None	None	81.25	406.25	48.75	455.00
OFS00203	60	PAD	Post-it "Please sign here"	Deli	None	69.64	4,178.57	501.43	4,680.00
OFS00104	20	PCS	Record Book 300 Pages	None	None	124.11	2,482.14	297.86	2,780.00
OFS00047	40	PCS	Scissors	Boss/Prevailed	None	33.04	1,321.43	158.57	1,480.00
OFS00004	80	PCS	Pen Sign, Black	Prevailed	None	17.86	1,428.57	171.43	1,600.00
OFS00006	80	PCS	Pen Sign, Blue	Prevailed	None	17.86	1,428.57	171.43	1,600.00
OFS00040	50	PCS	Staple Remover	Joy/HBW	None	50.00	2,500.00	300.00	2,800.00
OFS00098	50	PCS	Sticker Label	Veco/ Acacia	None	38.39	1,919.64	230.36	2,150.00
OFS00072	8	PCS	Tape Calculator, 2-1/4	Journal	None	14.29	114.29	13.71	128.00
OFS00073	8	PCS	Tape Calculator, 2-3/4	Journal	None	16.07	128.57	15.43	144.00
OFS00074	15	PCS	Tape Dispenser	Boss/Prevailed	None	83.93	1,258.93	151.07	1,410.00
OFS00076	50	PCS	Tape, Masking	Excel	None	25.89	1,294.64	155.36	1,450.00
OFS00077	96	PCS	Tape, Packaging	Excel	None	21.43	2,057.14	246.86	2,304.00
OFS00075	100	PCS	Tape Scotch	Excel	None	13.39	1,339.29	160.71	1,500.00
OFS00213	96	PCS	Tape, transparent, 48mm	Excel	None	21.43	2,057.14	246.86	2,304.00
OFS00197	3	BOX	Transparency Film	None	None	296.43	889.29	106.71	996.00
OFS00058	10	PCS	BATTERY, 9 VOLTS	Maxell	None	64.29	642.86	77.14	720.00
TOTAL QUANTITY OF ORDER: 3700						TOTAL:	144,023.22	P17,282.78	P161,306.00
(TOTAL AMOUNT IN WORDS) Pesos: One Hundred Sixty-One Thousand Three Hundred Six									


Funds Available:


Php 161,306.00

RECOMMENDING APPROVAL:

APPROVED:

  
Marites Saducos Cabias  
 Officer-In-Charge  
 Budget Management Department

  
Marwyn Anthony Coronado Galang  
 Dept. Head (Vice President)  
 Facilities and General Services Department

  
Nelia Orteza Oandasan  
 Group Head (Senior Vice President)  
 Business Operations Group

Please submit upon delivery four (4) copies each of Supplier's 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.



In case this matter is referred to an attorney-at-law for collection or legal action, Supplier agrees 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.

If Supplier fails to comply with its delivery commitment, or if the items that Supplier will deliver are not in accordance with the 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 shall be charged against the Supplier.

Should the Supplier fail to complete the delivery stipulated in this Purchase Order within the specified duration, or within the extension granted, if any, which extension should be granted in writing by this Office, the Supplier shall be subject to penalty of 1/10 of 1% of the total value of this Order each day of delay.

The Supplier shall pay all taxes, fees and dues that shall become due as a result of the work subject of this Purchase Order.

The terms under the General Conditions of the Contract (GCC) for the procurement of goods issued by the GPPB, whenever applicable and not inconsistent, shall form part of this PO.

The following documents shall be deemed to form and be read and construed as integral part of this Purchase Order, viz.: (1) Scope of Work/Terms of Reference/Technical Specification; (2) Winning Bidder's Proposal; and (3) Request for Quotation.

The Supplier agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the PO contract.

The Supplier shall pay taxes in full and on time before entering into, and for the duration of the PO. The supplier's failure to comply shall entitle PHILGUARANTEE to suspend payment for services rendered or goods delivered.

Please return duplicate copy hereof to this Office duly signed by the Supplier's authorized representative.

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

Conforme:

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

Signature over Printed Name of Supplier

REFERENCE OF PRICES	:	_____	REFERENCE REQUISITION No. :	_____	
RECEIVED ORIGINAL PURCHASE ORDER	:	<u>PAID 1RD &amp; 2nd</u>	DATE	: <u>5/29/23</u>	
BIR PERMIT No.:	<u>050-CBA-031912-000628</u>	DATE ISSUED:	<u>19 March 2012</u>	SERIES No.:	<u>40000001</u> to <u>4000999</u>

#### CERTIFICATION

The Purchase Order has been submitted to the Office of the Government Corporate Counsel (OGCC) for review under Contract Review No. 684, dated April 4, 2023.

  
ATTY. ISABELO G. GUMARU  
Senior Vice President  
Legal Services Group  
 Legal Services Group