



**PURCHASE ORDER**  
IBP Road, Constitution Hills, Quezon City

Supplier	<b>MOSTACO MARKETING</b>	PO No.	<b>2023-09-0097</b>
Address	68A Lalaine Bennet St., BF Resort Village, Las Piñas	Date	September 8, 2023
Tel. No.	8514-8562	PhilGEPS No.	'201507142205745933607
TIN	915-524-116-000	Mode of Procurement	Shopping (B)

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

Place of Delivery	Civil Service Commission, Constitution Hills, Quezon City - OFAM at Lower Ground Floor	Delivery Term	FOB Destination
Date of Delivery	Seven (7) working days upon receipt of Purchase Order	Payment Term	within 15-30 days upon complete submission of supporting documents.

Stock / Property No.	Unit	Description	Quantity	Unit Amount	Amount
1	piece	CLEARBOOK, 20 transparent pockets, A4	8	30.00	240.00
2	piece	DATA FOLDER	300	93.00	27,900.00
3	box	FOLDER, pressboard, 100 pieces per box	8	1,440.00	11,520.00
4	pack	FOLDER with tab, A4, 100 pieces per pack	8	498.00	3,984.00
5	piece	SIGN PEN, Black, liquid or gel	60	15.00	900.00
6	piece	SIGN PEN, Blue, liquid or gel	120	15.00	1,800.00
7	piece	SIGN PEN, Red, liquid or gel	120	15.00	1,800.00
8	piece	MARKER, Whiteboard, Blue	57	15.00	855.00
9	piece	MARKER, Whiteboard, Red	50	15.00	750.00
10	pack	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	100	24.00	2,400.00
11	pack	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack	100	30.00	3,000.00
12	can	AIR FRESHENER, Aerosol type, 150g	82	102.00	8,364.00
13	can	DISINFECTANT SPRAY, Aerosol type, 400g	50	339.00	16,950.00
14	piece	PUNCHER, paper, heavy duty	8	152.00	1,216.00
15	pair	SCISSORS, symmetrical or asymmetrical	8	35.00	280.00
16	box	PAPER CLIP, vinly plastic coated, 33mm	50	9.00	450.00
17	box	PAPER CLIP, vinly plastic coated, jumbo, 50mm	50	20.00	1,000.00
xxxx-Nothing Follows-xxx					
PP No. 2023-08-1225 BAC Resolution No., 2023-171					

Total Amount in Words: *Eighty Three Thousand Four Hundred Nine Pesos Only* **83,409.00**

At least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for everyday of delay. Once the cumulative amount of liquidated damages reaches 10 percent (10%) of the amount of the contract, the Procuring Entity may rescind or terminate the contract, without prejudice to other causes of action and remedies available under the circumstances.

The supplier/service provider is required to submit the billing statement within five (5) working days after the conduct of the activity.

Conforme:  <b>JOJIE R. VELINA</b> SOLE PROPRIETOR Signature Over Printed Name of Supplier Date: <i>10/5/2023</i>	Very truly yours,  <b>ATTY. KARLO A. B. NOGRALES</b> Signature over Printed Name of Authorized Official Chairperson Designation
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Fund Cluster Funds Available <i>C/F MOOE Pnp 83, 409</i>  <b>JHUN HOWARD S. SACZAL, CPA</b> Signature Over Printed Name of Chief Accountant Head of Accounting Division Unit	ORS/BURS No. _____ Date of the ORS/BURS: _____ Amount: <b>P83,409.00</b>
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