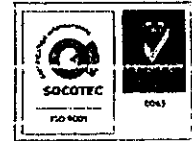




Department of National Defense
PHILIPPINE VETERANS AFFAIRS OFFICE
Quality Management System for Pension Management System
ISO 9001:2015 Certified



Certificate Number: SCUK0017130

NOTICE OF AWARD

07 FEB 2022


MS. JOJIE R. VELINA
Authorized Representative
MOSTACO MARKETING
68A Lalaine Bennet Street
BF Resort Village, Talon II
Las Pinas City

Dear Ms. Velina:

This is to notify you that the **Supply and Delivery of Office Supplies** is hereby awarded to your company as the Bidder with the **Lowest Calculated and Responsive Quotation** in the total amount of **Four Hundred Fourteen Thousand Sixty-Seven Pesos (P 414,067.00)**.

You are therefore required within three (3) calendar days from the receipt of this Notice of Award to formally enter into contract with us. Failure to enter into the said contract shall constitute a sufficient ground for cancellation of this award.

Very truly yours,


LTGEN ERNESTO G. CAROLINA AFP (RET)
Administrator

Conforme:


JOJIE R. VELINA
SOLE PROPRIETOR

Date:

2/7/2022

Serbisyo sa Beterano, Serbisyo sa Bayan

Veterans Compound, Camp General Emilio Aguinaldo, Quezon City
Website: pvao.gov.ph / Tel. No. (02) 8912-4526



NOTICE TO PROCEED

11 FEB 2022

MS. JOJIE R. VELINA
Authorized Representative
MOSTACO MARKETING
68A Lalaine Bennet Street
BF Resort Village, Talon II
Las Pinas City

Dear Ms. Velina:

The attached Purchase Order having been approved, notice is hereby given to **MOSTACO MARKETING** for the **Supply and Delivery of Office Supplies**, within fifteen (15) calendar days upon receipt and acceptance of this Notice.

You are responsible for performing the services under the terms and conditions of the Purchase Order.

Please acknowledge receipt and acceptance of this Notice by signing both copies in the space provided below. Keep one copy and return the other to the PHILIPPINE VETERANS AFFAIRS OFFICE.

Very truly yours,

LTGEN ERNESTO G. CAROLINA AFP (RET)
Administrator

Conforme:

JOJIE R. VELINA
SOLE PROPRIETOR

Date:

2/14/2022

**PURCHASE ORDER
PHILIPPINE VETERANS AFFAIRS OFFICE**

Supplier : MOSTACO MARKETING	P.O. No. : PVAO-PO-S-22-02-07
Bank Name: BPI - Zapote Branch	Contact Person Mr. Jojie R. Veliva
Acct. No: 0230-0074-38	Contact No: 8514-8562 / 8869-4770
Address : 68A Lalaine Bennet Street, BF Resort Village, Las Pinas City	Date: 07-Feb-22
TIN : 915-524-116-000 (VAT)	Mode of Procurement : Shopping - Sec. 52.1 (b)

Gentlemen:

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

Place of Delivery : PVAO Comp. Camp- Gen. Emilio Aguinaldo, Quezon City

Delivery Term : Complete delivery within 15 c.d. upon receipt of the Notice to Proceed

Date of Delivery : Within fifteen (15) c.d. upon receipt of Notice to Proceed

Payment Term : within thirty (30) c.d. upon delivery and acceptance of goods

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
Supply and Delivery of Office Supplies					
	ream	Paper, Multicopy, A4 Size, 80GSM	600	192.00	115,200.00
	ream	Paper, Multicopy, 8.5in x 13in, 80GSM	330	220.00	72,600.00
	piece	Magazine File Box	200	85.00	17,000.00
	piece	Clearbook, A4 Size with 20pcs Transparent Pockets	50	30.00	1,500.00
	piece	Clearbook, Legal Size with 20pcs Transparent Pockets	80	36.00	2,880.00
	pack	Clearbook Refill, A4 Size	50	17.00	850.00
	pack	Clearbook Refill, Legal Size	50	21.00	1,050.00
	piece	Paper Puncher, 2-hole	30	121.00	3,630.00
	box	Rubber Band	50	130.00	6,500.00
	piece	Typewriter Ribbon	12	26.00	312.00
	piece	Tape Dispenser	20	90.00	1,800.00
	roll	Packaging Tape	150	21.00	3,150.00
	piece	Pressboard Folder, Legal Size	200	15.00	3,000.00
	ream	Folder, Filing, Kraft, Legal Size	100	390.00	39,000.00
	piece	Ruler, 12 inches (Plastic)	25	5.00	125.00
	piece	Stapler	30	88.00	2,640.00
	bot.	Refill Ink for Self-Inking Stamps, Red	10	241.00	2,410.00
		Sub Total			273,647.00

- page 1 of 3 -

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.

Conform:


JOJIE R. VELIVA
SOLE PROPRIETOR

Very truly yours,


LTGEN. ERNESTO G. CAROLINA, AFP (RET)
PVAO ADMINISTRATOR

Signature over Printed Name of Supplier

Date

Fund Cluster : 01

Funds Available : P 414,067.00


GRACIA BACAY

Signature over Printed Name of Chief Accountant/Head of Accounting
Division/Unit

ORS/BURS No. : 2022-02-000339

Date of the ORS/BURS: FEB 09 2022

Amount : P 273,647.00

**PURCHASE ORDER
PHILIPPINE VETERANS AFFAIRS OFFICE**

Supplier : MOSTACO MARKETING	P.O. No. : PVAO-PO-S-22-02-07
Bank Name: BPI - Zapote Branch	Contact Person Mr. Jojie R. Veliva
Acct. No: 0230-0074-38	Contact No: 8514-8562 / 8869-4770
Address : 68A Lalaine Bennet Street, BF Resort Village, Las Pinas City	Date: 07-Feb-22
TIN : 915-524-116-000 (VAT)	Mode of Procurement : Shopping - Sec. 52.1 (b)

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

Place of Delivery : PVAO Comp. Camp- Gen. Emilio Aguinaldo, Quezon City	Delivery Term : Complete delivery within 15 c.d. upon receipt of the Notice to Proceed
Date of Delivery : Within fifteen (15) c.d. upon receipt of Notice to Proceed	Payment Term : within thirty (30) c.d. upon delivery and acceptance of goods

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	piece	Correction Tape, Film Based	400	16.00	6,400.00
	piece	D-Ring Binder, 3 Hole, A4 Size	20	195.00	3,900.00
	piece	D-Ring Binder, 3 Hole, Legal Size	20	208.00	4,160.00
	piece	Cutter (Utility Knife)	20	78.00	1,560.00
	pack	Film Index, (Flag Tape) "Sign Here" Label	100	176.00	17,600.00
	box	Mailing Envelope	12	260.00	3,120.00
	box	Mailing Envelope with Window	10	445.00	4,450.00
	box	Binder Clip (Backfold Clip) 25mm (1in)	100	17.00	1,700.00
	box	Binder Clip (Backfold Clip) 19mm (3/4in)	200	12.00	2,400.00
	set	File Tab Divider, A4 Size	300	19.00	5,700.00
	set	File Tab Divider, Legal Size	50	19.00	950.00
	piece	Glue Stick	100	11.00	1,100.00
	pack	Laminating Sheet	20	150.00	3,000.00
	ream	PVC Binder Cover, A4 Size, 200microns	10	439.00	4,390.00
	piece	Permanent Marker, Bullet Type	500	39.00	19,500.00
	piece	Marker, Twin Ended	100	73.00	7,300.00
	pad	Note Pad (Sticky Notes) 2 x 3in	200	13.00	2,600.00
	pad	Note Pad (Sticky Notes) 3 x 4in	100	23.00	2,300.00
		Sub Total			92,130.00

- page 2 of 3 -

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item.

Conforme:

**JOJIE R. VELINA
SOLE PROPRIETOR**

Signature over Printed Name of Supplier

Date

Very truly yours,

**LTGEN. ERNESTO G. CAROLINA, AFP (RET)
PVAO ADMINISTRATOR**

Fund Cluster : 01
Funds Available : ₱ 414,067.00

GRACIA BACSAY

Signature over Printed Name of Chief Accountant/Head of Accounting
Division/Unit

ORS/BURS No. : 2022-02-000339
Date of the ORS/BURS: FEB 09 2022
Amount : ₱ 92,130.00

**PURCHASE ORDER
PHILIPPINE VETERANS AFFAIRS OFFICE**

Supplier : MOSTACO MARKETING	P.O. No. : PVAO-PO-S-22-02-07
Bank Name: BPI - Zapote Branch	Contact Person Mr. Jojie R. Veliva
Acct. No: 0230-0074-38	Contact No: 8514-8562 / 8869-4770
Address : 68A Lalaine Bennet Street, BF Resort Village, Las Pinas City	Date: 07-Feb-22
TIN : 915-524-116-000 (VAT)	Mode of Procurement : Shopping - Sec. 52.1 (b)

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

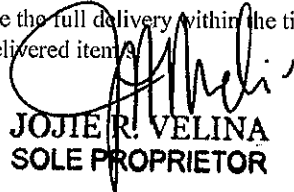
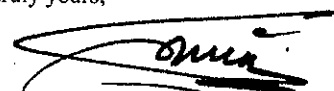
Place of Delivery : PVAO Comp. Camp- Gen. Emilio Aguinaldo, Quezon City	Delivery Term : Complete delivery within 15 c.d. upon receipt of the Notice to Proceed
Date of Delivery : Within fifteen (15) c.d. upon receipt of Notice to Proceed	Payment Term : within thirty (30) c.d. upon delivery and acceptance of goods

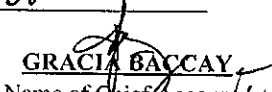
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	pad	Note Pad (Sticky Notes) 3 x 5in	100	29.00	2,900.00
	roll	Transparent Tape, 1in	300	13.00	3,900.00
	piece	Sign Pen (Roller Pen), 1.0mm Tip, Blue	50	69.00	3,450.00
	piece	Sign Pen (Roller Pen), 0.7mm Tip, Blue	50	64.00	3,200.00
	piece	Sign Pen (Roller Pen), 0.5mm Tip, Blue	100	60.00	6,000.00
	piece	Sign Pen (Roller Pen), 0.5mm Tip, Green	200	60.00	12,000.00
	piece	Sign Pen (Roller Pen), 0.5mm Tip, Red	50	60.00	3,000.00
	box	Staple Wire, No. 35, Copper (5,000 per box)	150	50.00	7,500.00
	pack	Vellum Board, 200GSM, A4 Size, White	30	34.00	1,020.00
	pack	Vellum Board, 200GSM, 8.5x13in, White	30	34.00	1,020.00
	pack	Vellum Board, 200GSM, 8.5x11in Size, White	30	32.00	960.00
	pack	Vellum Board, 120GSM, A4 Size, White	30	19.00	570.00
	pack	Vellum Board, 120GSM, 8.5x13in Size, White	30	19.00	570.00
	pack	Vellum Board, 120GSM, 8.5x11in, White	30	16.00	480.00
	bot	Refill Ink (for Permanent Markers)	20	86.00	1,720.00
As per specifications indicated in the Price Quotation Form					
Sub Total					48,290.00
					273,647.00
					92,130.00

- page 3 of 3 -

(Total Amount in Words) Four Hundred Fourteen Thousand Sixty Seven Pesos **414,067.00**

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered items.

<p>Conforme:</p> <p align="center"> JOJIE R. VELINA SOLE PROPRIETOR</p> <p align="center">Signature over Printed Name of Supplier</p> <p align="center"><u>2/7/2022</u> Date</p>	<p align="right">Very truly yours,</p> <p align="right"> LTGEN ERNESTO G. CAROLINA, AFP (RET) PVAO ADMINISTRATOR</p>
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<p>Fund Cluster : <u>01</u></p> <p>Funds Available : <u>₱ 414,067.00</u></p> <p align="center"> GRACIA BACCAY Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit</p>	<p>ORS/BURS No. : <u>2022-02-000339</u></p> <p>Date of the ORS/BURS: <u>FEB 09 2022</u></p> <p>Amount : <u>₱ 414,067.00</u></p>
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