



Office of the President of the Philippines  
**GOVERNANCE COMMISSION**  
 FOR GOVERNMENT OWNED OR CONTROLLED CORPORATIONS  
 3/F, BDO Towers Paseo, 8741 Paseo De Roxas, Makati City, Philippines 1226



**PURCHASE ORDER**

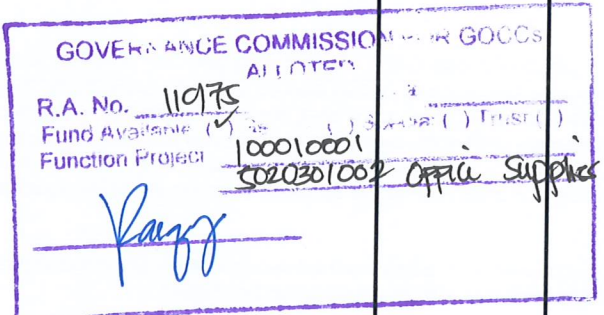
Supplier : <b>MOSTACO MARKETING</b>	P.O. No. : <b>24-0003</b>
Address : <b>68A Lalaine Bennet Street BF Resort Village</b>	Date : <b>16 FEB 2024</b>
<b>Talon Dos Las Pinas City</b>	PR Date : <b>18-Jan-24</b>
TIN : <b>915-524-116-000</b>	Mode of Procurement: Shopping - under Section 52.1 (b)

Name of Project: **ONE (1) LOT SUPPLY AND DELIVERY OF OFFICE SUPPLIES (NOT AVAILABLE IN PS-DBM) FOR THE MONTHS OF JANUARY TO FEBRUARY 2024**

Place of Delivery : **3rd Floor BDO Towers Paseo (formerly Citibank Center), 8741 Paseo De Roxas, Makati City**

Delivery Period : **15 working days upon receipt of Purchase Order (PO)**

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	Lot	<p><b>SUPPLY AND DELIVERY OF OFFICE SUPPLIES (NOT AVAILABLE IN PS-DBM) FOR THE MONTHS OF JANUARY TO FEBRUARY 2024</b></p> <p>Please see attached Terms of Reference</p> <p>***Nothing Follows***</p>	1		<b>₱76,829.00</b>
		<p>Requesting Office:</p> <p></p> <p><b>DIR. RAUL T. ABAD</b> Director IV - AFO</p>			



**(Total Amount in Words) Seventy-Six Thousand Eight Hundred Twenty-Nine Pesos Only** **₱76,829.00**

Purpose: For the procurement of common-use office supplies not available in PS-DBM for accomodating the GCG office personnel in their day-to-day operations

\*\*\* This Purchase Order is subject to the terms and conditions stated at the back of this document\*\*\*

Conforme:

**JOJIE HERIA VELINA**  
Signature over Printed Name of Supplier

02/16/2024  
Date

Very truly yours,

**ATTY. MARIUS P. CORPUS**  
Chairperson

Fund Cluster : 01

Funds Available : 76,829.-

**JOSUE C. ROSAL**  
OIC - Chief Accountant

ORS No. : 62-10101-2024-02/0068

Date of the ORS : 08 Feb. 2024

Amount : 76,829.00



**TERMS AND CONDITION**

1. **PRICES.** All prices quoted herein are valid, binding and effective at least ninety (90) calendar days from date of quotation/ notice of award. All duties, excise and other taxes and revenue charges, if any, shall be for the supplier's account.

2. **NOTICE.** Awardee/ Supplier shall pick up purchase order (s) issued on his favor within three (3) days after receipt of notice to that effect. A telephone call or fax transmission shall constitute an official notice to the Awardee/ Supplier. Thereafter, if the purchase orders (s) remain unclaimed, the said purchase order (s) shall be sent by the messengerial service to the Awardee/ Supplier at the latter's expense. To avoid delay in the delivery of the requesting office's requirements, all

3. **DELIVERY.** Awardee/ Supplier shall be responsible for the source (s) of his supplies/materials/equipment and shall make deliveries in accordance with schedule, quality and specifications of the award and purchase order. Failure by the Supplier to comply with the same shall be ground for cancellation of the award and purchase order without prejudice to the imposition of administrative sanctions provided by the internal rules of the procuring Entity and/ or other applicable laws.

The Procuring Entity (GOVERNANCE COMMISSION FOR GOCCs) reserves the right to accept or reject delivered articles if found not conforming to specifications, terms and conditions stipulated.

4. **PLACE OF DELIVERY.** Awardee/ Supplier shall deliver the items to the Procuring Entity and its Property Officer for inspection and acceptance.

5. **LIQUIDATED DAMAGES.** When the Supplier fails to satisfactorily deliver goods under the contract within the specified delivery schedule, inclusive of duly granted time extensions, if any, the Awardee/ supplier shall be liable for damages for the delay and shall pay the procuring entity liquidated damages, not by the way of penalty, an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the procuring entity shall automatically rescind the contract and impose appropriate sanctions over and above the liquidated damages to be paid.

Rejected deliveries shall be construed as non-delivery of product (s)/ item (s) and shall be subject to liquidated damages, subject to the terms and conditions prescribed hereof.

6. **WARRANTY.** For the procurement of goods, in order to assure that manufacturing defects shall be corrected by the Awardee/ Supplier, a warranty security shall be required from the Awardee/ Supplier for a minimum period of three (3) months, in the case of Expendable Supplies, or a minimum period of one (1) year, in the case of Non- expendable supplies, after acceptance by the procuring entity of the delivered supplies. Any defective items (s)/ product (s) that may be discovered by the Procuring entity within the warranty period shall be replaced by the Award/ Supplier within seven (7) calendar days upon receipt of a written notice to that effect.

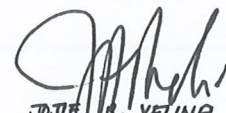
7. **PAYMENT.** Payment shall be made upon submission of the proof of Acceptance and Inspection report issued by the Procuring entity. All transactions are subject to applicable withholding taxes in accordance with existing BIR Rules and Regulations.

8. **OTHER TERMS AND CONDITIONS.** The Procuring Entity may include other terms and conditions depending on the need and nature of the items subject to the purchase order/ contract. The provisions, terms and condition in the project's Terms of Reference (TOR) shall prevail over these terms and condition in case of conflict.

9. **Provisions contained in Title VI of the Civil code of the Philippines on Sales and in Republic Act 9184 and its Revised implementing Rules and Regulations are hereby incorporated and made as an integral part hereof.**

10. **This serves as your Notice to Proceed.**

Full Name and Signature of Authorized Representative  
Date Signed

  
JULIE R. VELINA  
02/16/2024



## QUOTATION FORM

### INSTRUCTIONS

- 1) Accomplish this Quotation Form Correctly and Accurately
- 2) Do not alter the contents of this form in any way.
- 3) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will render the quotation, non-compliant.
- 4) In cases involving a tie among bidders, the procuring entity will bring the concerned service providers/suppliers to agree on a method to break the tie which shall be non-discretionary/non-discriminatory and is similarly based on sheer luck or chance.
- 5) Failure to follow these instructions will disqualify your entire quotation.

**AFTER HAVING CAREFULLY READ AND ACCEPTED THE TERMS AND CONDITIONS, I/WE SUBMIT OUR QUOTATION/S FOR THE ITEMS AS FOLLOWS:**

ONE (1) LOT SUPPLY AND DELIVERY OF OFFICE SUPPLIES (NOT AVAILABLE IN PS-DBM) FOR THE MONTHS OF JANUARY TO FEBRUARY 2024. (PERIOD OF CANVASS: 22 TO 25 JANUARY 2024)						
Item Description			Yes	No	Comments	
<b>ONE (1) LOT SUPPLY AND DELIVERY OF OFFICE SUPPLIES (NOT AVAILABLE IN PS-DBM) FOR THE MONTHS OF JANUARY TO FEBRUARY 2024</b>						
Technical Specifications:		Unit	Quantity	Yes	No	Comments
IAXELL	1. Battery, dry cell, size AA, 1.5 volts, Alkaline, two (2) pieces per blister pack	Pack	17	√		54.00      918.00
IAXELL	2. Battery, dry cell, size AAA, 1.5 volts, Alkaline, two (2) pieces per blister pack	Pack	14	√		54.00      756.00
OSS/DIAMOND	3. Clip, backfold, 32mm	Box	19	√		30.00      570.00
REVAILED 8M	4. Correction Tape, gear type, single line tape	Piece	28	√		21.00      588.00
MAILING WHITE LONG	5. Envelope, Mailing	Box	3	√		357.00      1,071.00
WIK	6. Insecticide, Multi-insect Killer, Aerosol, 600 ml	Can	5	√		355.00      1,775.00
ROMPTON/MODERN	7. Light-Emitting Diode (LED) Linear Tube, 10 Watts	Piece	20	√		168.00      3,360.00
BW	8. Marker, Permanent, Black, Felt, Bullet Type	Piece	14	√		14.00      196.00
OSS/HBW/ACURA	9. Note Pad, stick on, 2" x 3", 100 sheets per pad	Pad	28	√		19.00      532.00
OSS/HBW/ACURA	10. Note Pad, stick on, 3" x 3", 100 sheets per pad	Pad	24	√		21.00      504.00
OSS/HBW/ACURA	11. Note Pad, stick on, 3" x 4", 100 sheets per pad	Pad	28	√		27.00      756.00
ROCO 80GSM	12. Paper, Multicopy A4, 80 gsm	Ream	213	√		211.00      44,943.00
ROCO 80GSM	13. Paper, Multicopy Legal, 80 gsm	Ream	45	√		240.00      10,800.00
AMBO/PRINCE	14. Paper Clip, vinyl/plastic coated, 33mm	Box	17	√		10.00      170.00

OSS #2	15. Pencil, lead/graphite, with eraser	Box	8	√		45.00	360.00
FFICIAL VISION	16. Record Book (300 pg) Paper Stock - 265mm (L) x 165mm (W) (min.) - 55 gsm	Booklet	10	√		151.00	1,510.00
FFICIAL VISION	17. Record Book (500 pg) Paper Stock - 265mm (L) x 165mm (W) (min.) - 55 gsm	Booklet	8	√		193.00	1,544.00
IXON 0.5	18. Sign Pen, Extra fine tip, black	Piece	84	√		22.00	1,848.00
IXON 0.5	19. Sign Pen, Extra fine tip, blue	Piece	78	√		22.00	1,716.00
I JOY/HBW	20. Stamp Pad, felt	Piece	8	√		56.00	448.00
BW 60ML PURPLE	21. Stamp Pad Ink	Bottle	5	√		31.00	155.00
OSS/GT/WELLS	22. Staple Wire (No. 35)	Box	12	√		33.00	396.00
KCEL 20Y	23. Tape, masking, 24mm	Roll	13	√		31.00	403.00
KCEL 50M	24. Tape, packaging, 48mm	Roll	13	√		26.00	338.00
KCEL 50M	25. Tape, transparent, 24mm	Roll	18	√		16.00	288.00
KCEL 20Y	26. Tape, masking, 48mm	Roll	13	√		68.00	884.00
<b>TERMS</b>				<b>Yes</b>	<b>No</b>	<b>Comments</b>	
1. All items should be delivered within fifteen (15) working days upon receipt of Purchase Order.				√			
2. Replacement of defective item without additional charge.				√			
3. GCG shall be given twenty (20) working days upon submission of complete billing documents for payment processing.				√			