

**PURCHASE ORDER**

<b>1</b> Supplier/Provider: <b>MOSTACO MARKETING</b> Address: <b>Las Piñas City</b> Tel./Fax No: <b>8330-5198/09190826567</b> TIN: <b>915-524-116-000</b>	<b>2</b> P. O. Number: <b>2024-02-0035</b> Date: <b>2/15/2024</b> P.R. No.: <b>2024-01-0037</b> Date: <b>29-Jan-24</b> Mode of Procurement: <b>Shopping (B)</b>
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**3**  
Gentlemen:  
Please furnish this Office the following articles subject to the terms and conditions contained herein

Item No.	Stock No.	Qty	Unit	Item Description	Cost (Php)	
					Unit	Total
1		60	piece	ERASER, FELT, for blackboard/whiteboard	18.00	1,080.00
5		480	piece	SIGNPEN, 0.5mm Extra fine ballpoint w/ rubber grip and metal hook BLACK	57.00	27,360.00
6		480	piece	SIGNPEN, 0.5mm Extra fine ballpoint w/ rubber grip and metal hook BLUE	57.00	27,360.00
7		240	piece	MARKER, Whiteboard, Fine Tip BLACK	12.00	2,880.00
8		240	piece	MARKER, Whiteboard, Fine Tip BLUE	12.00	2,880.00
9		500	piece	FOLDER, Pressboard Expanding, Legal Size, White	18.00	9,000.00
11		150	box	PAPER CLIP, 33mm	9.00	1,350.00
13		120	box	FASTENER, plastic	29.00	3,480.00
21		100	piece	STATIONERY TAPE, transparent, 24mm	14.00	1,400.00
16		2000	piece	MASK, KN95	2.24	4,480.00

Amount in Words: <b>Eighty-One Thousand Two Hundred Seventy Pesos</b>	Total: <b>81,270.00</b> *Subject to Applicable Taxes GROSS: <b>81,270.00</b>
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<b>4</b> Place of Delivery: <b>PCC</b>	Delivery Term: <input type="checkbox"/> Pick-up	<input checked="" type="checkbox"/>	7-10 Calendar Days upon receipt of the signed PO
Date of Delivery/Completion:	Payment Term: <input type="checkbox"/> COD	<input checked="" type="checkbox"/>	15-20 days upon complete delivery

Note: All materials replaced during the repair job shall be surrendered upon delivery of equipment to facilitate processing of payment. Unless otherwise indicated, the above terms and conditions are deemed accepted and form part thereof

**5** Penalty Provision  
In case of failure to receive 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 incurred

Conforme: **JOJIE R. VELINA**  
SOLE PROPRIETOR  
Supplier signature over printed name  
Date: **02.21.24**

Very truly yours,  
**KENNETH V. TANATE, PhD**  
Executive Director and  
Head of the Procuring Entity  
Date: \_\_\_\_\_

**6**  
Funds Available:   
**REUBEN JONATHAN P. MONTENEGRO**  
Chief Accountant

**7**  
Amount: \_\_\_\_\_ ALOBS No.: \_\_\_\_\_  
Date: \_\_\_\_\_



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800 8081 9999  
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