PURCHASE ORDER
HOME GUARANTY CORPORATION
NOW PHILIPPINE GUARANTEE CORPORATION
(Per Executive Order No. 58, S.2018)

Supplier : MOSTACO MARKETING
Address : 118 Almeria Maricielo Villas Quirino Avenue Pulanglupa Uno Las Piñas City
TIN : 915-524-116-000
Mode of Procurement: Shopping

P.O No. : 21-09-0043
Date : 9.6.2021
P.R No. : 2021-156
Date : 8.6.2021

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

Place of Delivery: HGC, Jade Bldg.,335 Sen. Gil Puyat,Mkti.
Delivery Term: Delivery Term: 7-15 working days upon receipt of PO
Payment Term: Payment Term: 7-15 working days upon receipt of PO
Date of Delivery: 7-15 working days upon receipt of PO

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
A001	bottle	Alcohol, in bottle ethyl. 500ML, Defensecare (Alcohol 70%)	154	75.00	11,550.00
B007-A	pack	Battery AA, (2pcs./pack) (Battery Maxell AA)	60	28.00	1,680.00
B006-A	pack	Battery AAA, (2pcs./pack) (Battery Maxell AAA)	30	35.00	1,050.00
C016	piece	Correction Tape, disposable, 8M	80	16.00	1,280.00
C014	box	Continuous Form 1 ply, short (TSF 11 x 9 1/2 1PLY Sub 20)	15	900.00	13,500.00
C015	box	Continuous Form 1 ply, long (TSF 11 x 17 7/8 1 Ply Sub 20)	3	1,393.00	4,179.00
D001	piece	Data File Storage Box, Close ends	60	88.00	5,280.00
D002	piece	Data folder 3" x 9" x 15"size, file folder (Arch File Horizontal)	100	97.00	9,700.00
D007	box	3/4" Clip backfold black 19 mm	50	10.00	500.00
D004	box	2" Clip backfold black 50 mm	30	51.00	1,530.00
E002	box	Envelope Kraft 9" x 12" A4 (500pcs.box, Envelope Brown #150Lbs)	3	640.00	1,920.00
E003	box	Envelope Kraft 10" x 15" long (500pcs./box Envelope brown # 150lbs	3	845.00	2,535.00
E004	box	Envelope Kraft Expanding 10" x 15" big, 100S (Envelope Long With Garter)	5	1,138.00	5,690.00
F001	box	Fastener Metal, for paper (fastener metal)	50	42.00	2,100.00
F013	piece	16Gb capacity Flashdrive	25	219.00	5,475.00
F006	pack	Ordinary, long Folder (100 pcs./pack)(Folder Tagboard Long)	5	437.00	2,185.00

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Stock No.	Unit	Description	Quantity	Unit Cost	Amount
F008	pack	Pressboard Folder Long, 100S (Folder PB Local Long Green)	6	1,105.00	6,630.00
L009-A	bundle	Looseleaf cover 8 1/2" x 14" (Looseleaf Folder 50S)	5	1,540.00	7,700.00
I002	box	Index Tab Transparent self adhesive (Index Tab Speedo)	60	78.00	4,680.00
N002	pad	Post-it 3 " x 3" (Post It Ord 3 x 3)	84	16.00	1,344.00
N001	piece	Notebook, stenographer, spiral (Note book steno Ord)	40	17.00	680.00
M007	roll	Masking Tape 1" 24MM, Excel (Tape masking 24mm x 20Y)	24	26.00	624.00
M008	roll	Masking Tape 2", 48mm, Excel (Tape Masking 48 MM x 20Y)	24	47.00	1,128.00
M002	piece	Permanent Marker black, Excel (Marking Pen Bullet Black)	60	9.00	540.00
T005	roll	Scotch Tape 1", 24MM Transparent, Excel (Tape Scotch 24MM x 50M)	120	13.00	1,560.00
M003	piece	Permanent Marker blue	48	9.00	432.00
P003	box	Paper Clip Small, 32 mm (Clip Paper Small)	50	8.00	400.00
P005	box	Paper Clip Jumbo, 48 mm (Clip Paper Plastic Big)	50	19.00	950.00
P006	box	Pencil with eraser (12pieces/box), Boss (Pencil Boss #2)	20	42.00	840.00
R001-A	book	Official REcord Book 300 pages (Record Book Official 300P)	50	137.00	6,850.00
R010	box	Rubber band in box (Rubber Band Tiger Flat 350G)	20	130.00	2,600.00

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Stock No.	Unit	Description	Quantity	Unit Cost	Amount
S003	piece	Sign pen Black Liquid gel (Ballpen P537 Gelpen 0.5 Black)	300	15.00	4,500.00
S004	piece	Sign pen Blue Liquid gel (Ballpen P537 Gelpen 0.5 Blue)	250	15.00	3,750.00
S005	can	Disinfectant Spray, aerosol type (Disinfectant Solbac Spary 400G)	120	336.00	40,320.00
S009	box	Staple wire, standard (Staplewire Ord #35)	50	29.00	1,450.00
T006	roll	Excel (Tape Packging 48MM X 50M Clear)	24	21.00	504.00
P004	piece	Paper Clip, Bulldog, all metal 3" (Clip bulldog")	72	13.00	936.00
		**Page 3 of 3			
One Hundred Fifty Eight Thousand Five Hundred Seventy Two and 00/100				P	158,572.00

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.

Conforme:

JOJIE R. VELINA
SOLE PROPRIETOR
MOSTACO MARKETING
Signature over Printed Name of Supplier

9/15/2021
Date

Very truly yours,

ROSEMARIE N. PRINCIPE
Vice President, Facilities and General Services Department

Funds Available:

MERCEDITA C. LAPADA
Vice President, Budget Management Department

ALOBS No.:
Amount: 158,572.00