# PURCHASE ORDER
# HOME GUARANTY CORPORATION

NOW PHILIPPINE GUARANTEE CORPORATION
(Per Executive Order No. 58, S.2018)

| | | | | |
|---|---|---|---|---|
| Supplier | : | MOSTACO MARKETING | P.O No. : | 21-09-0043 |
| Address | : | 118 Almeria Maricielo Villas Quirino Avenue<br>Pulanglupa Uno Las Piñas City | Date : | 9.6.2021 |
| TIN | : | 915-524-116-000 | P.R No. : | 2021-156 |
| Mode of Procurement: Shopping | | | 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: 10-15 days upon receipt of PO

Date of Delivery: 10-15 days upon receipt of PO Payment Term: 30 days

| 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 14 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 (12pcs/box) | 50 | 10.00 | 500.00 |
| D004 | box | 2" Clip backfold black 50 mm (12pcs/box) | 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 (Sandisk) | 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 | box | 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, Excel (Marking Pen Bullet I | 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 | Scotch Tape 2" 48MM Transparent , 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:

JOSEPH BANCAL

MOSTACO MARKETING

Signature over Printed Name of Supplier

9/17/21

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