



Republic of the Philippines  
Department of Agriculture  
**PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES**  
Department of Agriculture Compound  
Elliptical Road, Diliman, Quezon City  
Tel. No. (02) 8928-8751 to 64 locals 2601-2625, email: pcafofficial@pcaf.da.gov.ph

April 11, 2025

**NOTICE OF AWARD**  
**No. 2025-039**

**MS. JOJIE REPIA VELINA**  
Sole Proprietor  
**MOSTACO MARKETING**  
68A Lalaine Bennet Street  
BF Resort Village Las Pinas City

Dear **Ms. Velina:**

With reference to your quotation for the following procurements, we are pleased to confirm the award to your firm the following:

1. **PR NO. 25-03-140 - ONE (1) LOT ITEMS NOT AVAILABLE AT PS-DBM FOR FY 2025 OFFICE SUPPLIES REQUIREMENTS OF COA** for the total amount of **TWENTY-FOUR THOUSAND EIGHT HUNDRED SIXTEEN PESOS AND NINETY CENTAVOS ONLY (Php 24,816.90)**, inclusive of appropriate taxes and fee, with the following specifications:

| Item Description                                    |                               | QTY      | Unit       | Unit Cost | Total Cost (Php) |
|---|-------------------------------|----------|------------|-----------|------------------|
| <b>Supplies not available at the PS</b>             |                               | <b>1</b> | <b>LOT</b> |           | <b>24,816.90</b> |
| ALCOHOL, ethyl 500ml                                | PRESTIGE/SUPREME              | 15       | bottle     | 46.00     | 690.00           |
| ALCOHOL, ethyl 1 Gallon                             | SAFEWELL                      | 5        | pieces     | 222.00    | 1,110.00         |
| BALLPEN, Black                                      | HBW                           | 30       | pieces     | 4.00      | 120.00           |
| BALLPEN, Red  | HBW                           | 30       | pieces     | 4.00      | 120.00           |
| BALLPEN, Blue                                       | HBW                           | 30       | pieces     | 4.00      | 120.00           |
| DATA FOLDER, chipboard with taglia lock             | ARCHFILE HORIZONTAL           | 60       | pieces     | 93.00     | 5,580.00         |
| FLASH DRIVE 2.0, 16GB capacity                      | HIKVISION 16GB 2.0            | 5        | pieces     | 174.00    | 870.00           |
| GLUE, all-purpose 200 grams                         | KIPPY                         | 2        | jar        | 77.70     | 155.40           |
| INK CARTRIDGE, canon GI 71s black                   | CANON GI-71                   | 10       | bottle     | 325.00    | 3,250.00         |
| INK CARTRIDGE, canon GI 71s cyan                    | CANON GI-71                   | 10       | bottle     | 325.00    | 3,250.00         |
| INK CARTRIDGE, canon GI 71s magenta                 | CANON GI-71                   | 10       | bottle     | 325.00    | 3,250.00         |
| INK CARTRIDGE, canon GI 71s yellow                  | CANON GI-71                   | 10       | bottle     | 325.00    | 3,250.00         |
| MARKER, fluorescent                                 | EXCEL 35                      | 10       | set        | 12.60     | 126.00           |
| MOROCCO, board blue paper, letter size (100 sheets) | MOROCCO COVER 230GSM          | 4        | bundle     | 276.00    | 1,104.00         |
| PLASTIC COVER                                       | ADVENTURER                    | 10       | roll       | 20.00     | 200.00           |
| Plastic Envelope, Long                              | KEATS W/ PUSHLOCK & HANDLE    | 10       | pieces     | 53.00     | 530.00           |
| RING BINDER, 16mm                                   | PLASTIC RING BINDER 16MM 5/8" | 5        | piece      | 17.00     | 85.00            |
| RING BINDER, 12mm                                   | PLASTIC RING BINDER 12MM 1/2" | 5        | piece      | 12.00     | 60.00            |
| TAPE, electrical                                    | EXCEL 19MM X 16M              | 2        | roll       | 21.00     | 42.00            |
| TAPE, Transparent 24mm                              | EXCEL 50M                     | 10       | roll       | 14.00     | 140.00           |
| TISSUE, interfolded paper towel, 150 pulls per pack | TISYU                         | 25       | pack       | 30.58     | 764.50           |
| Purpose: For official use of COA                    |                               |          |            |           |                  |





2. **PR NO. 25-02-055 - ONE (1) LOT ITEMS NOT AVAILABLE AT PS-DBM FOR FY 2025 OFFICE SUPPLIES REQUIREMENTS OF AFMD-HRDS** for the total amount of **FIVE THOUSAND FOUR HUNDRED FORTY-ONE PESOS AND SEVENTY-SIX CENTAVOS ONLY (Php 5,441.76)**, inclusive of appropriate taxes and fee, with the following specifications:

| Item Description   |                           | QTY | Unit  | Unit Cost | Total Cost (Php) |
|--|---------------------------|-----|-------|-----------|------------------|
| Items not available at PS per attach copy of Certificate of Non-Availability of Stocks |                           | 1   | LOT   |           | 5,441.76         |
| BATTERY, dry cell, size AA   | EVEREADY 2S               | 1   | pack  | 25.20     | 25.20            |
| BATTERY, dry cell, size AAA  | EVEREADY 2S               | 1   | pack  | 31.50     | 31.50            |
| TAPE, transparent, 24mm  | EXCEL 50M                 | 1   | roll  | 14.00     | 14.00            |
| CLIP, backfold, 19mm   | MGK/DIAMOND               | 4   | box   | 11.69     | 46.76            |
| CLIP, backfold, 25mm   | MGK/DIAMOND               | 4   | box   | 18.00     | 72.00            |
| CLIP, backfold, 32mm   | MGK/DIAMOND               | 4   | box   | 26.00     | 104.00           |
| CLIP, backfold, 50mm   | MGK/DIAMOND               | 4   | box   | 65.00     | 260.00           |
| DATA FOLDER  | ARCHFILE HORIZONTAL       | 10  | piece | 93.00     | 930.00           |
| PUNCHER, paper, heavy duty   | BOSS/PREVAILED/UK         | 1   | piece | 144.00    | 144.00           |
| PAPER, MULTIPURPOSE A4   | CROCO 70GSM               | 5   | ream  | 169.00    | 845.00           |
| PAPER, MULTIPURPOSE LEGAL  | CROCO 70GSM               | 5   | ream  | 158.91    | 794.55           |
| LAMINATING FILM  | LCT 125MIC A4 100S        | 1   | pack  | 110.00    | 110.00           |
| PHOTO PAPER  | VECO/ACACIA GLOSSY A4 20S | 1   | pack  | 51.00     | 51.00            |
| VELLUM BOARD PAPER (220 gsm)   | ELIT A4 220GSM 10S        | 4   | pack  | 36.00     | 144.00           |
| EXTENSION CORD   | OMNI 4GANG WEU-104-PK     | 1   | piece | 469.75    | 469.75           |
| INK CART, BROTHER T720w BT5000C  | BROTHER BT5000            | 2   | pcs.  | 350.00    | 700.00           |
| INK CART, BROTHER T720w BT5000Y  | BROTHER BT5000            | 2   | pcs.  | 350.00    | 700.00           |
| Purpose: For HRMPSB Use only   |                           |     |       |           |                  |

3. **PR NO. 25-02-049 - ONE (1) LOT ITEMS NOT AVAILABLE AT PS-DBM FOR FY 2025 OFFICE SUPPLIES REQUIREMENTS OF HRDC** for the total amount of **FOURTEEN THOUSAND SEVEN HUNDRED FORTY-EIGHT PESOS AND FORTY-FIVE CENTAVOS (Php 14,748.45)**, inclusive of appropriate taxes and fee, with the following specifications:

| Item Description  |                                 | QTY | Unit  | Unit Cost | Total Cost (Php) |
|---|---------------------------------|-----|-------|-----------|------------------|
| OFFICE SUPPLIES NOT AVAILABLE AT PS-DBM per attached CNAS, dated February 7, 2025 |                                 | 1   | LOT   |           | 14,748.45        |
| CLIP, backfold, 19mm  | MGK/DIAMOND                     | 5   | box   | 11.69     | 58.45            |
| CLIP, backfold, 25mm  | MGK/DIAMOND                     | 6   | box   | 18.00     | 108.00           |
| CLIP, backfold, 32mm  | MGK/DIAMOND                     | 6   | box   | 26.00     | 156.00           |
| DATA FOLDER   | ARCHFILE HORIZONTAL             | 70  | piece | 93.00     | 6,510.00         |
| NOTEPAD, stick-on, 76mm x 76mm  | MGK/HBW/ACURA                   | 8   | pad   | 18.00     | 144.00           |
| VELLUM BOARD PAPER  | ELIT A4 220GSM 10S              | 15  | pack  | 36.00     | 540.00           |
| LAMINATING MACHINE  | MIDOO A3/A4<br>HOT/COLD/REVERSE | 1   | Unit  | 2,738.00  | 2,738.00         |
| INK CART, BROTHER T720w BT5000C   | BROTHER BT5000                  | 2   | cart  | 350.00    | 700.00           |
| INK CART, BROTHER T720w BT5000Y   | BROTHER BT5000                  | 2   | cart  | 350.00    | 700.00           |
| INK CART, BROTHER T720w BT5000M   | BROTHER BT5000                  | 2   | cart  | 350.00    | 700.00           |
| INK CART, BROTHER T720w BT60BK  | BROTHER BT60                    | 2   | cart  | 315.00    | 630.00           |







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|                                    |         |   |      |        |        |
|------------------------------------|---------|---|------|--------|--------|
| INK CART, HP GT 52 CYAN            | HP GT52 | 2 | cart | 220.50 | 441.00 |
| INK CART, HP GT 52 MAGENTA         | HP GT52 | 2 | cart | 220.50 | 441.00 |
| INK CART, HP GT 52 YELLOW          | HP GT52 | 2 | cart | 220.50 | 441.00 |
| INK CART, HP GT53 BLACK            | HP GT53 | 2 | cart | 220.50 | 441.00 |
| Purpose: HRDC Supplies for CY 2025 |         |   |      |        |        |

Please acknowledge receipt and acceptance of this Notice within 3 working days by signing in the space provided below and email us at [bacsec@pcaf.da.gov.ph](mailto:bacsec@pcaf.da.gov.ph) upon receipt thereof.

In connection with this Notice, please submit the following documents;


- 1. Omnibus Sworn Affidavit that the bidder is not related to the HOPE by consanguinity or affinity up to the third civil degree; and
- 2. Signed Purchase Order.

For inquiries, you may get in touch with Mr. Ken Ryan P. Eleazar, BAC Secretariat of PCAF at telephone numbers 8926-2147. Loc 2622

Thank you.

Very truly yours,

  
**CYRIL L. SOLIABAN**  
OIC - Deputy Executive Director

I acknowledge receipt of this Notice of Award on 04/25/25  
Name of Authorized Representative   
Signature **JOJIE R. VELINA**  
Bank Details:  
Name of Payee : MOSTACO MARKETING  
Name of Bank : BPI  
Branch : ZAPOTE LAS PINAS  
Account Number : 0230-0074-38

