



**PURCHASE ORDER**  
 Department of Education  
 National Capital Region  
 DepEd - Muntinlupa City

Supplier : **1014 TRADING CORP.** P.O. No. : **PO-RFQ-2024-02-0001**  
 Address : Blk 10 Lot 14 Kroner St. Villa Carolina 1, Tunasan, Muntinlupa City Date : **02/01/24**  
 Mode of Procurement : **SMALL VALUE PROCUREMENT**

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

Place of Delivery : Schools Division Office - Muntinlupa City Delivery Term : Delivered At Place  
 Date of Delivery : February 15, 2024

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	ream	Multi-Purpose Copy Paper 80 gsm, A4 size, 500s	377	P 250.00	P 94,250.00
	ream	Multi-Purpose Copy Paper 80 gsm, Long size, 500s	89	P 285.00	P 25,365.00
	piece	Epson L120 Ink Black (T6641)	24	P 180.00	P 4,320.00
	piece	Epson L120 Ink Cyan (T6642)	12	P 180.00	P 2,160.00
	piece	Epson L120 Ink Magenta (T6643)	12	P 180.00	P 2,160.00
	piece	Epson L120 Ink Yellow (T6644)	12	P 180.00	P 2,160.00
	piece	Epson L3210 Ink Black 003	84	P 150.00	P 12,600.00
	piece	Epson L3210 Ink Cyan 003	42	P 150.00	P 6,300.00
	piece	Epson L3210 Ink Magenta 003	42	P 150.00	P 6,300.00
	piece	Epson L3210 Ink Yellow 003	42	P 150.00	P 6,300.00
<b>TOTAL</b>					<b>P 161,915.00</b>

(Total Amount in Words) **ONE HUNDRED SIXTY ONE THOUSAND NINE HUNDRED FIFTEEN PESOS**

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 on the undelivered item/s.

Conforme:

Very truly yours,

*[Signature]*  
 Signature over Printed Name of Supplier  
**2-1-24**  
 Date

*[Signature]*  
**EVANGELINE P. LADINES CESO V**  
 Schools Division Superintendent

Fund Cluster : \_\_\_\_\_  
 Funds Available : \_\_\_\_\_

ORS/BURS No. : \_\_\_\_\_  
 Date of the ORS/BURS: \_\_\_\_\_

*[Signature]*  
 Signature over Printed Name of Chief Accountant/  
 Head of Accounting Division/Unit

Amount : \_\_\_\_\_