



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

Supplier : **BMK OFFICE SUPPLIES TRADING**
 Address : **Blk 7 Lot 6-B Mahogany Promenade Village Brgy. Pulo Cabuyao, Laguna**

P.O. No. : **PO-RFQ-2024-07-0002**
 Date : **07/16/24**
 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 : SDO - Muntinlupa City
 Date of Delivery : July 21, 2024

Delivery Term : Delivered At Place

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	pcs	Notebooks (80 leaves)	906	₱ 39.00	₱ 35,334.00
	pcs	Black Ballpen	906	₱ 8.00	₱ 7,248.00
	ream	A4 Bond Paper, 80 gsm	75	₱ 265.00	₱ 19,875.00
	bottles	Epson Ink 003 (Black)	16	₱ 249.00	₱ 3,984.00
	bottles	Epson Ink 003 (Magenta)	16	₱ 239.00	₱ 3,824.00
	bottles	Epson Ink 003 (Cyan)	16	₱ 239.00	₱ 3,824.00
	bottles	Epson Ink 003 (Yellow)	16	₱ 239.00	₱ 3,824.00
	pcs	Permanent Pentel Pen (black)	100	₱ 38.00	₱ 3,800.00
	pcs	Whiteboard Marker	25	₱ 39.00	₱ 975.00
	pcs	Whiteboard Eraser	25	₱ 42.00	₱ 1,050.00
	pairs	Scissors	100	₱ 43.00	₱ 4,300.00
	roll	Masking Tape 24mm	100	₱ 43.00	₱ 4,300.00
TOTAL					₱ 92,338.00

(Total Amount in Words) Ninety Two Thousand Three Hundred Thirty Eight 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:

Christina J. Mahmay
 Signature over Printed Name of Supplier
July 16 2024
 Date

Very truly yours,

Violeta M. Gonzales
VIOLETA M. GONZALES CESO VI
 Assistant Schools Division Superintendent
 Officer-In-Charge
 Office of the Schools Division Superintendent

Fund Cluster : _____
 Funds Available : _____

KARINA E. MEDINA
 Signature over Printed Name of Chief Accountant/
 Head of Accounting Division/Unit

ORS/BURS No. : _____
 Date of the ORS/BURS: _____
 Amount : _____