



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

Supplier : **GEGAV GENERAL MERCHANDISE** P.O. No. : **PO-RFQ-2024-11-0005**
 Address : **703 B. Vermillion St., Agro Homes Subd., Putatan, Muntinlupa City** Date : **11/26/24**
 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 : **on or before December 6, 2024**

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	pieces	Puncher, 2 hole for 40 sheets 7 cm	2	180.00	360.00
	ream	A4 Bond paper, 80 gsm	70	242.25	16,957.50
	ream	Long Bond Paper, 80 gsm	70	263.50	18,445.00
	ream	Short Bond Paper, 70 gsm	50	157.25	7,862.50
	pieces	Expandable Folder, Pressboard, A4 Green	100	21.25	2,125.00
	pieces	Expandable Folder, Pressboard, Long Blue	100	21.25	2,125.00
	pieces	Expandable Envelope, Brown, Long	100	21.25	2,125.00
	bottle	Ink for Canon Printer G1-790 (M, Y, CY), 2 bottles per color	6	331.50	1,989.00
	bottle	Ink for Canon Printer G1-790 (BK)	2	552.50	1,105.00
	pieces	Masking Tape 24 mm	20	23.80	476.00
	pieces	Scissor (6" Heavy Duty stainless)	3	127.50	382.50
	box	Staple wire 23/10	10	32.30	323.00
	pieces	Sharpener for Pencil, (Desktop Heavy Duty)	2	323.00	646.00
	pieces	Correction tape CT 508 (5mmx8m)	10	46.75	467.50
	pieces	Transparent Tape 48 mm x 80m	10	72.25	722.50
	pieces	Transparent Tape 24 mm x 30m	11	15.30	168.30
	pieces	Ring Binder Large, Thick, black	10	74.80	748.00
	pack	Board paper velum white A4 100 gsm, 10 sheets/pack	18	35.70	642.60
	pack	Board paper velum white, short 100 gsm, 10 sheets/pack	60	34.00	2,040.00
	pack	PVC clear cover A4, 100 sheets/pack	10	637.50	6,375.00
	pack	Paper Binding cover, Morocco, 230g, 100 sheets/pack	10	552.50	5,525.00
	pack	Parchment paper, A4, 10 sheets/pack	18	32.30	581.40
	pieces	Glue stick small	30	10.45	313.50
	sets	Epson Ink 003 (one set)	5	1,088.00	5,440.00
	pieces	Ballpen	1	6.26	6.26
TOTAL					77,951.56

(Total Amount in Words) **SEVENTY SEVEN THOUSAND NINE HUNDRED FIFTY ONE PESOS & 56/100**

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:

Signature over Printed Name of Supplier
GEORGE C. BULKAN
 Date
11-26-24

Very truly yours,

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

Fund Cluster : _____
 Funds Available : _____

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

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