



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

Supplier : **GM GAKO CONSUMER GOODS TRADING**  
 Address : 249C National Road, Bayanan, Muntinlupa City

P.O. No. : **PO-RFQ-2024-12-0005**  
 Date : **12/16/24**  
 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 : Schools Division Office - Muntinlupa City Delivery Term : Delivered At Place  
 Date of Delivery : on or before December 23, 2024

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	pieces	White Bucket Hat (Free Size) with Customized Print	118	P 250.00	P 29,500.00
	pieces	White Canvas Tote Bag made of High Quality Katsa with Customized Print with Zipper Size: 13 x 16 inches	118	P 200.00	P 23,600.00
	pieces	White, High Quality, Round-neck T-shirt seamless rib collar Double-needle sleeve and bottom hem Various Sizes with Customized Print (Front)	118	P 280.00	P 33,040.00
	piece	Tarpaulin with Printed Pledge of Commitment design 7 x 10 feet	1	P 1,750.00	P 1,750.00
	pieces	White Customized Foldable Fan (Round)	118	P 45.00	P 5,310.00
	pieces	White Mug with Customized Print	118	P 90.00	P 10,620.00
<b>TOTAL</b>					<b>P 103,820.00</b>

(Total Amount in Words) **ONE HUNDRED THREE THOUSAND EIGHT HUNDRED TWENTY 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 of Supplier

Date

**VIOLETA M. GONZALES**

Assistant Schools Division Superintendent  
 Officer-In-Charge

Office of the Schools Division Superintendent

Fund Cluster : \_\_\_\_\_  
 Funds Available : \_\_\_\_\_  
 Signature over Printed Name of Chief Accountant/  
 Head of Accounting Division/Unit

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