Appendix 61

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

Supplier : **GEGAV GENERAL MERCHANDISE**	P.O. No. : **PO-RFQ-2025-07-0004**
Address : 703B Vermillion Street, Agro Homes Subd., Putatan, Muntinlupa City	Date : **07/15/25**
	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	Delivery Term : Delivered At Place
Date of Delivery : on or before July 30, 2025	

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
		DIVISION TRAINING OF TEACHERS ON THE REVISED K TO 12 CURRICULUM FOR GRADE 2,3,5 & 8			
	pieces	Notebook (80 leaves)	945	₱ 30.00	₱ 28,350.00
	pieces	Black Ballpen	914	₱ 6.00	₱ 5,484.00
	ream	A4 Bond paper 80 gsm	75	₱ 250.00	₱ 18,750.00
	pieces	Epson Ink 003 (Black)	12	₱ 250.00	₱ 3,000.00
	pieces	Permanent Marker Pentel pen	50	₱ 40.00	₱ 2,000.00
	pieces	Whiteboard marker	25	₱ 45.00	₱ 1,125.00
	pieces	Pair of Scissors	50	₱ 35.00	₱ 1,750.00
	roll	Masking Tape 24mm	75	₱ 24.00	₱ 1,800.00
	pack	A4 Specialty Paper (Pale Cream 10 sheets per pack 180 gsm)	60	₱ 40.00	₱ 2,400.00
	pieces	Certificate Holder A4 (Holds Certificate/Diplomas/ Citation SuperClear transparency)	50	₱ 40.00	₱ 2,000.00
	pieces	Cartolina (varied colors)	75	₱ 10.00	₱ 750.00
	pieces	Manila Paper	300	₱ 8.00	₱ 2,400.00
		TOTAL			₱ **69,809.00**

(Total Amount in Words) **SIXTY NINE THOUSAND EIGHT HUNDRED NINE 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:

GEORGE Q. BULIKAO
Signature over Printed Name of Supplier

July 15, 2025
Date

Very truly yours,

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 : _____