Appendix 61

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

Supplier : **COPY PACIFIC TRADING & SERVICES**	P.O. No. : **PO-RFQ-2025-10-0003**
Address : 142-D West Avenue, Brgy. Philam, Quezon City	Date : **10/15/25**
	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 October 23, 2025	

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
		Printing of Test Materials for the Administration of Dynamic Learninig Program Assessment (DLAP)			
	pages	588 Test Booklets (TBs) Back to Back - Grade 7, Grade 8, Grade 9, and Grade 10 for PNHS	77,322	₱ 1.20	₱ 92,786.40
	pages	594 Test Booklets (TBs) Back to Back - Grade 7, Grade 8, Grade 9and	78,138	₱ 1.20	₱ 93,765.60
	pages	588 Answer Sheets (AS) Back to Back for PNHS	1,176	₱ 1.20	₱ 1,411.20
	pages	594 Answer Sheets (AS) Back to Back for MBHS Main	1,188	₱ 1.20	₱ 1,425.60
		Requirements:			
		a. TMs (Paper size: A4; Quality:100 GSM)			
		b. AS (Paper Size: 8.5 x 13 inches; Quality 100 GSM)			
		c. Test Materials (TMs) are perfectly stapled along the left margin and separately packed in a polytheline plastic and labeled as follows:			
		-Grade 7 Test Materials/Name of School/Quantity/Serial No.			
		-Grade 8 Test Materials/Name of School/Quantity/Serial No.			
		-Grade 9 Test Materials/Name of School/Quantity/Serial No.			
		-Grade 10 Test Materials/Name of School/Quantity/Serial No.			
		d. Answer Sheets (Ass) are separately packed in polytheline plastic and			
		-Grade 7 Answer Sheets/Name of School/Quantity/Serial No.			
		-Grade 8 Answer Sheets/Name of School/Quantity/Serial No.			
		-Grade 9 Answer Sheets/Name of School/Quantity/Serial No.			
		-Grade 10 Answer Sheets/Name of School/Quantity/Serial No.			
					₱ 189,388.80

(Total Amount in Words) **ONE HUNDRED EIGHTY NINE THOUSAND THREE HUNDRED EIGHTY EIGHT PESOS AND 80/100**

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

Oct. 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 : _____	**ORS/BURS No. :** _____
Funds Available : _____	**Date of the ORS/BURS:** _____
KARMINA DINA	**Amount :** _____
Signature over Printed Name of Chief Accountant/ Head of Accounting Division/Unit	