Appendix 61

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

Supplier : **GOLDEN PALACE PRINTING PRESS**	P.O. No. : **PO-RFQ-2025-10-0001**
Address : L2 B4 Ocean Park Street, Sauyo, Quezon City	Date : **10/06/25**
	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 21, 2025	

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	set	**Alphabet Flashcards**	1,322	₱ 99.00	₱ 130,878.00
		Alphabet Flashcards (A6) - Back to Back printing			
		Type Form: Card			
		Trim Size (in): 4.13 x 5.83 (A6) (Spread)			
		Color: vowels (red), consonants (black)			
		Paper Type: Foldcote			
		Paper Weight: 350gsm			
		Finish and Protection: Gloss Lamination (both sides) or Plastified			
		Binding: Loose			
		Orientation: Landscape			
		Alignment: Center			
		Packaging: 1 Carton Box per set (26pcs. of Flashcards per 1 set)			
		Sorting: Based on the no. of Flashcard Sets per School			
		Labelling: Indicate the name of the school			
		Delivery Site: Schools Division Office of Muntinlupa City			
					₱ 130,878.00

(Total Amount in Words) ONE HUNDRED THIRTY THGOUSAND EIGHT HUNDRED SEVENTY 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:

Signature over Printed Name of Supplier

OCT. 6, 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 : _____