



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

Supplier: **VJ GRAPHIC ARTS, INC.** P.O. No.: **PO-RFQ-2026-09-00013**
Address: **UNIT 12NO, FUTURE POINT PLAZA 2 115 MOTHER IGNACIA AVE., QUEZON CITY** Date: **9/18/2026**
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 of Muntinlupa
Date of Delivery: on or before October 30, 2026

Delivery Term: Delivered At Place

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
		Printing and Delivery of GTA Award Winning Books for Key Stage 1			
	Set	1. Ngilyaw Book size - 8.27" x 11.69" Paper requirement Cover - C2S #180 1bs or Foldcote cal. 1 2 solid white, with one side UV lamination Inside Pages - C2S 100 lbs Cover - 4/4 color Inside Pages color - 4/4 color Binding - saddle-stitched	780	₱ 72.00	₱ 56,160.00
	Set	2. Tatlong Pulang Lobo Book size - 8.27" x 11.69" Paper requirement Cover - C2S #180 1bs or Foldcote cal. 1 2 solid white, with one side UV lamination Inside Pages - C2S 100 lbs Cover - 4/4 color Inside Pages color - 4/4 color Binding - saddle-stitched	780	₱ 75.00	₱ 58,500.00
		3. Ang Mandaragat at ang Munting Mandaragit Book size - 8.27" x 11.69" Paper requirement Cover - C2S #180 1bs or Foldcote cal. 1 2 solid white, with one side UV lamination Inside Pages - C2S 100 lbs Cover - 4/4 color Inside Pages color - 4/4 color Binding - saddle-stitched	780	₱ 72.00	₱ 56,160.00
	Set	4. Kamusta Ola? Book size - 8.27" x 11.69" Paper requirement Cover - C2S #180 1bs or Foldcote cal. 1 2 solid white, with one side UV lamination Inside Pages - C2S 100 lbs Cover - 4/4 color Inside Pages color - 4/4 color Binding - saddle-stitched	780	₱ 66.00	₱ 51,480.00

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 over Printed Name of Supplier
PERLA D. PATA
Date
SEPTEMBER 18, 2026

VIOLETA M. GONZALES CESO VI
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: _____



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Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	Set	5. Ang Bully na si Billy Book size - 8.27" x 11.69" Paper requirement Cover - C2S #180 1bs or Foldcote cal. 1 2 solid white, with one side UV lamination Inside Pages - C2S 100 lbs Cover - 4/4 color Inside Pages color - 4/4 color Binding - saddle-stitched	780	₱ 72.00	₱ 56,160.00
	Set	6. Alamat ng Ilog Udtong (Si Udarya at Antong) Book size - 8.27" x 11.69" Paper requirement Cover - C2S #180 1bs or Foldcote cal. 1 2 solid white, with one side UV lamination Inside Pages - C2S 100 lbs Cover - 4/4 color Inside Pages color - 4/4 color Binding - saddle-stitched	780	₱ 70.00	₱ 54,600.00
		7. Di Nag-iisa si Tatsulok Book size - 8.27" x 11.69" Paper requirement Cover - C2S #180 1bs or Foldcote cal. 1 2 solid white, with one side UV lamination Inside Pages - C2S 100 lbs Cover - 4/4 color Inside Pages color - 4/4 color Binding - saddle-stitched	780	₱ 72.00	₱ 56,160.00
		Other Requirements The Reading Materials shall be packed and delivered to each school in accordance with the distribution list provided in Annex A. Each pack shall be labeled according to the item, grade level, and school. The reading materials shall be wrapped in kraft paper, covered with <i>plastic</i> and properly labeled, indicating the number of copies per pack, the item name, the grade level, and the name of school. Annex A, attached hereto, contains the distribution list specifying the required number of copies for each school.			
		The Reading Materials shall be delivered within the period of October 2026 . Delivery prior to the specified delivery period is encouraged.			
TOTAL				₱	389,220.00

(Total Amount in Words) Three Hundred Eighty Nine Thousand Two Hundred Twenty Pesos

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Conforme:

Very truly yours,

Signature over/Printed Name of Supplier

September 18, 2026

Date

VIOLETA M. GONZALES CESO VI
Schools Division Superintendent

Fund Cluster : _____

Funds Available : _____

KARL A. MEDINA

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

ORS/BURS No. : _____

Date of the ORS/BURS: _____

Amount : _____