Appendix 61

DEPED QUEZON ICT UNIT
UPLOADED
Date/Time: MAR 31 2026
By: NY 3:13
Ref. No. NOA 024. 2026

PURCHASE ORDER

DEPARTMENT OF EDUCATION
DIVISION OF QUEZON

Supplier: CGAP PRINTING HOUSE
Address: BRGY. TALIPAN, PAGBILAO, QUEZON
TIN 268-951-079-00000

P.O. No.: 2026-03-0076
Date: MARCH 25, 2026
Mode of Procurement Negotiated Procurement - Small Value Procurement (Sec. 53.9)

RFQ NO. 2026-03-RFQG

Gentlemen:

Please furnish this office the following articles subject to the terms and conditions contained herein.

Place of Delivery SDO QUEZON, TALIPAN, PAGBILAO
Date of Delivery on or before the delivery term

Delivery Term within 7 Calendar Days upon receipt of PO
Payment Term 30 working days

Stock No.	Unit	Item Description	Quantity	Unit Cost	Amount
	pcs	PRINTING OF APPOINTMENT FORM (BLUE)	6000	8.50	51,000.00
	pcs	PRINTING OF APPOINTMENT FORM(GREEN)	2000	8.50	17,000.00
	pcs	PRINTING OF APPOINTMENT FORM (YELLOW)	8000	8.50	68,000.00
	pcs	PRINTING OF ID (CSC FORMAT)	100	8.00	800.00
	pcs	PRINTING OF LEAVE CARD SMALL	1000	13.00	13,000.00
	pcs	PRINTING OF LEAVE CARD BIG	1000	18.00	18,000.00
		PROCUREMENT OF COMMON USE SUPPLIES, MATERIALS AND EQUIPMENT FOR FY 2026 Q1 LOT NO. 3			
		GRAND TOTAL			**167,800.00**

(TOTAL Amount In Words) **ONE HUNDRED SIXTY SEVEN THOUSAND EIGHT HUNDRED PESOS ONLY**

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:

CGAP PRINTING HOUSE
Signature over Printed Name of Supplier

03/31/26
Date

Very truly yours,

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

3/30/26

Funds Cluster : 01101101
Funds Available :

EDMUNDO MARIN, JR.
Accountant III

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