

PURCHASE ORDER

DEPARTMENT OF EDUCATION
DIVISION OF QUEZON



DEPED QUEZON
ICT UNIT

UPLOADED

Date/Time: MAY 18 2026

By: Michelle De Mesa

Ref. No. RICA 129-2026

Supplier: MS. LORIZA JACELA GENERAL MERCHANDISE
Address: 51 GEN. LUNA ST. ANGELES ZONE 3 TAYABAS CITY
TIN 170-398-295-00000
RFQ NO. 2026-04-RFQG

P.O. No.: 2026-05-0083

Date: MAY 12 2026

Mode of Procurement Negotiated Procurement -
Small Value Procurement (Sec. 53.9)

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 15 Calendar Days upon receipt of PO
Payment Term 30 working days

Stock No.	Unit	Item Description	Quantity	Unit Cost	Amount
	REAM	PAPER, MULTI COPY, 80GSM SIZE: 210MM X 297MM Brand: HARD COPY MULTI PURPOSE PAPER	1,473	208.64	307,326.72
SUPPLY AND DELIVERY OF A4 SIZE BOND PAPER					
GRAND TOTAL					307,326.72

(TOTAL Amount In Words) **THREE HUNDRED SEVEN THOUSAND THREE HUNDRED TWENTY SIX AND 72/100 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:

Very truly yours,

MS. LORIZA JACELA GENERAL MERCHANDISE
Signature over Printed Name of Supplier
5-18-26
Date

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

Funds Cluster : 01101101
Funds Available : _____

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

EDMUNDO MARIN, JR.
Accountant III