



DEPT. OF EDUCATION
DIVISION OFFICE - QUEZON

UNLOADED

Date/Time: JUN 29 2026

By: Michelle Ne Mesa

Ref. No. NOA 045-2026

PURCHASE ORDER

DEPARTMENT OF EDUCATION
DIVISION OF QUEZON

Supplier: NORTHPRINTS CONSUMER GOODS TRADING

P.O. No.: 2026-06-0096-L1

Address: MAHARLIKA HIGHWAY BARANGAY IBABANG DUPAY LUCENA CITY

Date: JUNE 26 2026

TIN: 604-884-779-00001

Mode of Procurement Negotiated Procurement -
Small Value Procurement (Sec. 34)

RFQ NO. 2026-06-RFQG

Gentlemen:

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

Place of Delivery SDO QUEZON, TALIPAN, PAGBILAO

Delivery Term within 15 Calendar Days upon receipt of PO

Date of Delivery on or before the delivery term

Payment Term 30 working days

Stock No.	Unit	Item Description	Quantity	Unit Cost	Amount
		LOT 1: OFFICE SUPPLIES AND OTHER MATERIALS			
	bottle	EPSON INK 003 BLACK	42	302.00	12,684.00
	bottle	EPSON INK 003 MAGENTA	15	307.00	4,605.00
	bottle	EPSON INK 003 CYAN	15	307.00	4,605.00
	bottle	EPSON INK 003 YELLOW	15	307.00	4,605.00
	bottle	BROTHER INK D60 - BLACK	82	478.00	39,196.00
	bottle	BROTHER INK BT 5000 MAGENTA	70	475.00	33,250.00
	bottle	BROTHER INK BT 5000 CYAN	70	475.00	33,250.00
	bottle	BROTHER INK 5000 (YELLOW)	70	475.00	33,250.00
	packs	SPECIALTY PAPER 4A - VELLUM 120 GSM	25	32.00	800.00
	pcs	SIGN PEN UNIT PIN - UNIT PIN FINE LINE 0.5	15	102.08	1,531.20
	pcs	BALLPEN BLACK - G.5	10	30.00	300.00
	pcs	ROLLERBALL PENS - 1.0 BLUE	54	72.83	3,932.82
	pcs	ROLLERBALL PENS - 1.0 BLACK	18	72.83	1,310.94
	box	HIGHLIGHTER PEN ASSORTED COLOR	8	490.13	3,921.04
	pcs	DESK ORGANIZER - 5 TIER WITH HOLDER, AND PEN HOLDERS	6	666.00	3,996.00
	unit	METAL RACK ORGANIZER- 5 TIER ADJUSTABLE STORAGE SHELVING, HEAVY DUTY METAL STORAGE UTILITIES LL:70CM W:30CM H : 150CM	2	6,852.00	13,704.00
		SUB TOTAL			194,941.00

(TOTAL Amount In Words)

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,

NORTHPRINTS CONSUMER GOODS TRADING

Signature over Printed Name of Supplier

29 JUN 2026

Date

ROMMEL C. BAUTISTA, CESO V

Schools Division Superintendent

Funds Cluster : 01101101

Funds Available : _____

EDMUNDO MARIN, JR.
Accountant III

ORS/BURS No. : _____

Date of the ORS/BURS : _____

Amount _____

PURCHASE ORDER**DEPARTMENT OF EDUCATION
DIVISION OF QUEZON**Supplier: NORTHPRINTS CONSUMER GOODS TRADINGP.O. No.: 2026-06-0096-L1Address: MAHARLIKA HIGHWAY BARANGAY IBABANG DUPAY LUCENA CITYDate: JUNE 26 2026TIN 604-884-779-00001Mode of Procurement Negotiated Procurement -
Small Value Procurement (Sec. 34)RFQ NO. 2026-06-RFQG

Gentlemen:

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

Place of Delivery SDO QUEZON, TALIPAN, PAGBILAODelivery Term within 15 Calendar Days upon receipt of PODate of Delivery on or before the delivery termPayment Term 30 working days

Stock No.	Unit	Item Description	Quantity	Unit Cost	Amount
	pcs	MULTI PURPOSE STORAGE BOX 70L- 70L CAPACITY, L:58.5CM W:42CM H:35, WITH LARCHING LEAD, TOP HANDLE AND WHEELS	6	768.00	4,608.00
	pcs	SELF INKING STAMP (NAME, SIGNIFICANT, & INITIAL)- ASDS OFFICE	4	662.00	2,648.00
	pcs	NAME PLATE (FOR ASDS) - ACRYLIC, 3INCHES X 8INCHES	3	2,454.00	7,362.00
	packs	EAR TAGS SIGN HERE	40	41.00	1,640.00
	roll	JAPANESE CORD YARN - EMERALD GREEN	10	37.00	370.00
	pc	RECEIVED DATE STAMP - WITH DATE STAMP	1	56.33	56.33
	box	PLASTIC FASTENER LONG: BRAND JOY	3	139.00	417.00
	pcs	BALLPEN GREEN 0.5	300	15.00	4,500.00
	set	INK 003 (EPSON) - ALL COLORS (BLACK, MAGENTA, YELLOW, CYAN)	4	1,242.00	4,968.00
	pc	SIGN PEN UNI PIN - UNI PIN FINE LINE 0.5	25	100.42	2,510.50
	pc	BALLPEN BLACK - G.5	40	15.00	600.00
	pc	STORAGE BOX	100	330.00	33,000.00
	pcs	EXPANDED FOLDER LONG PURPLE	70	15.78	1,104.60
	pc	OFFICE CUTTER BIG	100	15.33	1,533.00
	pc	STICKY NOTES	40	17.28	691.20
	pcs	LONG FOLDER PINK	100	10.00	1,000.00
	pcs	EXPANDED FOLDER LONG PINK	40	16.00	640.00
	pcs	FOLDER LONG GREEN	70	9.17	641.90
		SUB TOTAL			68,290.53

(TOTAL Amount In Words)

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

NORTHPRINTS CONSUMER GOODS TRADING

Signature over Printed Name of Supplier

29 JUN 2026

Date

ROMMEL C. BAUTISTA, CESO V

Schools Division Superintendent

Funds Cluster : 01101101

ORS/BURS No. : _____

Funds Available : _____

Date of the ORS/BURS : _____

EDMUNDO MARIN, JR.
Accountant III

Amount _____

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DEPARTMENT OF EDUCATION DIVISION OF QUEZON

Supplier: NORTHPRINTS CONSUMER GOODS TRADING P.O. No.: 2026-06-0096-L1
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RFQ NO. 2026-06-RFQG Small Value Procurement (Sec. 34)

Gentlemen:

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Place of Delivery SDO QUEZON, TALIPAN, PAGBILAO Delivery Term within 15 Calendar Days upon receipt of PO
 Date of Delivery on or before the delivery term Payment Term 30 working days

Stock No.	Unit	Item Description	Quantity	Unit Cost	Amount
	pcs	FOLDER LONG RED	70	9.17	641.90
	pcs	EXPANDED FOLDER LONG RED	70	18.00	1,260.00
	bottle	EPSON 664 BLACK	10	313.00	3,130.00
	pc	BALLPEN BLACK	170	9.05	1,538.50
	pc	SIGN PEN 1.0, BLUE	2	57.80	115.60
	pc	SIGN PEN 1.0, BLACK	9	57.80	520.20
	pcs	GEL PEN GREEN X 12	36	30.45	1,096.20
	pcs	BROWN ENVELOPE LONG	101	4.50	454.50
	pcs	BROWN ENVELOPE A4 SIZE	100	4.00	400.00
	pcs	SELF INKING NAME STAMP -(PERSONNEL	3	1,431.00	4,293.00
	pc	SELF INKING STAMP (FACSIMILE) -	22	1,431.00	31,482.00
	pcs	BALLPEN BLUE	10	6.80	68.00
	pcs	FOLDER LONG WHITE	70	6.78	474.60
	pcs	FOLDER GREEN LONG	70	9.17	641.90
	pcs	TRODAT DATER	3	272.00	816.00
	pc	GREEN STORAGE FILE BOX	50	475.00	23,750.00
	pcs	GLUE STICK BIG (PANDIKIT/PASTE)	10	11.00	110.00
	box	RUBBER BAND SMALL	40	117.00	4,680.00
	pcs	GEL PEN PURPLE	2	18.10	36.20
	unit	MAGAZINE BOX GREEN	2	169.00	338.00
	pcs	STICKY NOTES STYLISH FILM	73	39.00	2,847.00
		SUB TOTAL			78,693.60

(TOTAL Amount In Words)

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Conforme:

Very truly yours,

NORTHPRINTS CONSUMER GOODS TRADING

Signature over Printed Name of Supplier

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Schools Division Superintendent

Funds Cluster : 01101101
 Funds Available : _____

EDMUNDO MARIN, JR.
Accountant III

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 Date of the ORS/BURS : _____

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DIVISION OF QUEZON

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Stock No.	Unit	Item Description	Quantity	Unit Cost	Amount
	pcs	EXPANDED FOLDER BLUE	70	16.00	1,120.00
	pcs	EXPANDED FOLDER LONG GREEN	70	16.00	1,120.00
	pcs	EXPANDED FOLDER LONG YELLOW	70	17.00	1,190.00
	pcs	FOLDER LONG BROWN	100	9.00	900.00
	pcs	EXPANDED FOLDER LONG BROWN	100	15.00	1,500.00
	pc	UNI-BALL GEL IMPACT 1.0MM BLACK	24	116.33	2,791.92
	pc	UNI-BALL GEL IMPACT 1.0MM BLUE	24	116.33	2,791.92
	pc	PILOT HI -TECPOINT V10 GRIP SIGN	19	83.17	1,580.23
	pcs	GLUE GUN (HEAVY DUTY) BRAND: TOLSEN 20 WATTS, 220-250V -50HZ	1	262.33	262.33
	pack	GLUE STICK SIZE: 7.0 - 7.5MM	2	93.00	186.00
	pcs	ARCH FILE A4 BLUE PORTRAIT	30	137.58	4,127.40
	pcs	STAPLER 35MM WITH REMOVER	56	181.10	10,141.60
	ream	WHITE FOLDER LONG	56	261.83	14,662.48
	box	UNIBALL GEL IMPACT SIGN PEN	1	991.23	991.23
	pc	BOOK END STOPPER	5	118.00	590.00
	pc	UNI-BALL GEL IMPACT BALLPEN (BLUE) 1.0MM	21	105.00	2,205.00
	box	PILOT BALLPEN PURPLE	1	212.33	212.33
	pc	STAPLER (MAX)	2	334.57	669.14
	pack	BROWN ENVELOPE LONG	1	82.00	82.00
	pc	UNI BALL SIGN PEN (SEE ATTACHED PICTURE)	12	115.57	1,386.84
	box	BALLPEN (0.7MM 12PCS)	5	95.27	476.35
		SUB TOTAL			48,986.77

(TOTAL Amount In Words)

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Conforme:

Very truly yours,

NORTHPRINTS CONSUMER GOODS TRADING

Signature over Printed Name of Supplier

29 JUN 2026

Date

ROMMEL C. BAUTISTA, CESO V

Schools Division Superintendent

Funds Cluster : 01101101

Funds Available : _____

EDMUNDO MARIN, JR.
Accountant III

ORS/BURS No. : _____

Date of the ORS/BURS : _____

Amount _____

PURCHASE ORDER**DEPARTMENT OF EDUCATION
DIVISION OF QUEZON**

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 Date of Delivery on or before the delivery term Payment Term 30 working days

Stock No.	Unit	Item Description	Quantity	Unit Cost	Amount
	box	PILOT BALLPEN PURPLE	2	214.00	428.00
	pc	UNI-BALL GEL IMPACT BALLPEN (BLUE) 1.0MM	36	114.90	4,136.40
	pack	SPECIALTY PAPER 180 GSM	112	35.50	3,976.00
	pack	EMBOSSED PAPER LINEN 120 GSM (CREAM) - SIZE A4	60	86.00	5,160.00
	box	BALLPEN BLACK - A0.5	2	309.00	618.00
	pcs	ARCH FILE A4 BLUE PORTRAIT	30	126.00	3,780.00
	pcs	STORAGE BOX	100	330.00	33,000.00
	pc	SIGN PEN UNI PIN - UNI PIN FINE LINE 0.5	35	100.92	3,532.20
	set	PRINTER INK (SET, 057)	5	3,404.00	17,020.00
	pack	EAR TAGS SIGN HERE	10	40.00	400.00
	roll	JAPANESE CORD YARN - EMERALD GREEN	15	46.00	690.00
	pcs	BALLPEN GREEN 0.5	600	15.45	9,270.00
	roll	PLASTIC COVER (ROLL)	20	903.40	18,068.00
	pc	STANDARD MOUSE PAD	6	128.07	768.42
	pcs	COMPUTER MOUSE	6	149.16	894.96
	pcs	SIGN PEN GEL (1.0MM BLUE)	3	56.49	169.47
	pc	SIGN PEN UNIT PIN - UNIT PIN FINE	35	107.58	3,765.30
	pcs	EXPANDED FOLDER LONG ORANGE	70	15.76	1,103.20
		SUB TOTAL			106,779.95

(TOTAL Amount In Words)

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Very truly yours,

NORTHPRINTS CONSUMER GOODS TRADING

Signature over Printed Name of Supplier

29 JUN 2026

Date

ROMMEL C. BAUTISTA, CESO V

Schools Division Superintendent

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Funds Available : _____

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EDMUNDO MARIN, JR.

Accountant III

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Stock No.	Unit	Item Description	Quantity	Unit Cost	Amount
	packs	EMBOSSED PAPER LINEN 120 GSM (CREAM) - SIZE A4	30	77.98	2,339.40
	pcs	WHITEBOARD MARKER	12	60.02	720.24
	pack	PARCHMENT PAPER	50	44.83	2,241.50
	pack	FOLDER PRESSBOARD	300	15.44	4,632.00
	pcs	EXPANDABLE FOLDER	40	21.16	846.40
	box	INDEX CARD (3X5)	30	41.98	1,259.40
	pack	SPECIALTY PAPER 4A - VELLUM 120 GSM	30	36.67	1,100.10
	Box	Folder Pressboard Legal Size - Kraft (Dark Green)	1	1240.65	1,240.65
	pack	Specialty Paper, Long (see attached picture)	15	53.00	795.00
	ream	Specialty Paper, Short (see attached picture)	15	353.67	5,305.05
	pack	Yarn	2	21.33	42.66
	PIECE	SIGN PEN, Extra Fine Tip, Black	153	43.87	6,712.11
	PIECE	SIGN PEN, Fine Tip, Black	84	39.52	3,319.68
	PIECE	SIGN PEN, Medium Tip, Black	102	38.79	3,956.58
	PIECE	SIGN PEN, Extra Fine Tip, Blue	110	44.00	4,840.00
	PIECE	SIGN PEN, Fine Tip, Blue	48	40.00	1,920.00
	PIECE	SIGN PEN, Medium Tip, Blue	72	39.00	2,808.00
	PIECE	STAPLER, standard type	21	133.00	2,793.00
		SUB TOTAL			46,871.77

(TOTAL Amount In Words)

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Conforme:

Very truly yours,

[Signature]
NORTHPRINTS CONSUMER GOODS TRADING

Signature over Printed Name of Supplier

29 JUN 2026

Date

[Signature]
ROMMEL C. BAUTISTA, CESO V

Schools Division Superintendent

Funds Cluster : 01101101
 Funds Available : _____

EDMUNDO MARIN, JR.
Accountant III

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Stock No.	Unit	Item Description	Quantity	Unit Cost	Amount
	box	STAPLE WIRE, standard	119	34.05	4,051.95
	ROLL	TAPE, transparent, 48 mm	141	45.52	6,418.32
	BOTTL	GLUE, all-purpose	33	50.28	1,659.24
	pc	EXTENSION CORD	11	512.00	5,632.00
	pc	EXTENSION CORD SET WITH INDIVIDUAL SWITCH 6-GANG 10A -WED-360-PK	6	965.58	5,793.48
	set	HIGH QUALITY CHARGER (4SLOTS) 100-240V WITH 4 RECHARGEABLE BATTERY (AA) 2000 MAH	1	2,420.33	2,420.33
	pc	HIGH QUALITY RECHARGEABLE BATTERY (AA) 2000 MAH	2	239.25	478.50
	pack	GARBAGE BAG LARGE (BLACK, GREEN, YELLOW)	3	430.67	1,292.01
	pcs	GARBAGE BAG XXL (BLACK, GREEN, YELLOW)	3	523.67	1,571.01
	pc	AUTOMATIC DATE STAMP	3	156.00	468.00
	pc	ACRYLIC A4 STORAGE BOX BOOK MAGAZINE PUNCH-FREE WALL FINISHING BOX FACTORY WORKSHOP FOLDER WALL RACK	3	353.00	1,059.00
	unit	EXTENSION WIRE (WHEELED, 10 METERS)	2	753.58	1,507.16
	pack	RECHARGEABLE BATTERY (AA)	5	115.87	579.35
	pack	RECHARGEABLE BATTERY (AAA)	5	176.20	881.00
	pc	TABLE PEN WITH HOLDER, BLACK INK (SEE ATTACHED PICTURE)	20	35.33	706.60
		SUB TOTAL			34,517.95

(TOTAL Amount In Words)

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NORTHPRINTS CONSUMER GOODS TRADING

Signature over Printed Name of Supplier

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Schools Division Superintendent

Funds Cluster : 01101101

Funds Available : _____

EDMUNDO MARIN, JR.

Accountant III

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Stock No.	Unit	Item Description	Quantity	Unit Cost	Amount
	pc	RECHARGEABLE BATTERY WITH CHARGER, SIZE AA	1	1,206.00	1,206.00
	set	RECHARGEABLE BATTERY WITH CHARGER, SIZE AAA	1	988.67	988.67
	set	RECHARGEABLE BATTERY, SIZE AA	2	296.67	593.34
	pack	RECHARGEABLE BATTERY, SIZE AAA	2	361.67	723.34
	packs	TRASHBAG GREEN (MEDIUM)	2	46.33	92.66
	pack	TRASHBAG YELLOW (MEDIUM)	2	31.00	62.00
	pack	TRASHBAG BLACK (MEDIUM)	2	31.33	62.66
	pcs	3 PIN PLUG ADAPTOR	5	234.00	1,170.00
	spindle	DVD RW 4.7gb by 10"s per spindle	1	425.00	425.00
	PIECE	MOP BUCKET	4	1,502.00	6,008.00
	PACK	TRASHBAG, XXL size	82	76.00	6,232.00
	PACK	TRASHBAG, Large size	105	60.50	6,352.50
	PACK	TRASHBAG, XL size	98	56.00	5,488.00
		SUB TOTAL			29,404.17
		PROCUREMENT OF COMMON USE SUPPLIES, MATERIALS AND EQUIPMENT FOR FY 2026 Q1 LOT 1			
		GRAND TOTAL			608,485.74

(TOTAL Amount In Words) **SIX HUNDRED EIGHT THOUSAND FOUR HUNDRED EIGHTY FIVE AND 74/100 PESOS ONLY**

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Schools Division SuperintendentFunds Cluster : 01101101

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