



PURCHASE ORDER

DEPARTMENT OF EDUCATION
DIVISION OF QUEZON

DEPED QUEZON
ICT UNIT
UPLOADED

Date/Time: DEC 11 2025

By: CAAN / JT

Ref. No. 2004 / 23-2025

Supplier: MS. LORIZA JACELA GENERAL MERCHHANDISE

P.O. No.: 2025-11-0271

Address: 51 GEN. LUNA ST. ANGELES ZONE 3 TAYABAS CITY

Date: NOVEMBER 28, 2025

TIN 170-398-295-00000

Mode of Procurement Negotiated Procurement -

RFQ NO. 2025-32-RFQG

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

Delivery Term within 60 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	LOT 1 PURCHASE OF PRINTER FOR THE CONDUCT OF SBFP PROGRAM REVIEW AND REWARDS: HONORING EXCELLENCE, INNOVATIONS AND BEST PRACTICES FOR SY 2025-2026 MULTI-FUNCTION 3-IN-1 PRINTER WITH CONTINUOUS INK (BLACK,MAGENTA,CYAN,YELLOW) WITH WIFI FUNCTIONS: PRINT SCAN, COPY PRINTER TYPE: INKJET PRINTER SUPPORTED PAPER SIZES: A4, LETTER, LEGAL, MEXICO LEGAL, INDIA LEGAL, FOLIO, EXECUTIVE, B5(JIS), A5, B6(JIS), A6, PHOTO (10X15CM/4X6"), PHOTO-L(9X13CM/3.5X5"), PHOTO-2L (13X18CM/5X7"), INDEXCARD (13X20CM/5X8"), COM-10, DL ENVELOPE, MONARCH, C5. (NOTE: B5(JIS) AND B6(JIS) PAPER TYPES: PLAIN PAPER, INKJET PAPER (COATED PAPER), GLOSSY PAPER, RECYCLED PAPER MEMORY CAPACITY: 128MB	5	14,437.50	72,187.50
PROCUREMENT OF VARIOUS TRAINING SUPPLIES FOR THE CONDUCT OF SBFP PROGRAM REVIEW AND REWARDS: HONORING EXCELLENCE, INNOVATIONS AND BEST PRACTICES FOR SY 2025-2026 LOT NOS. 1-3					
GRAND TOTAL					72,187.50

(TOTAL Amount In Words) SEVENTY TWO THOUSAND ONE HUNDRED EIGHTY SEVEN AND 50/100 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 MERCHHANDISE

Signature over Printed Name of Supplier

ROMMEL C. BAUTISTA, CESO V

Schools Division Superintendent

12-11-25

Date

Funds Cluster : 01101101

ORS/BURS No. : _____

Funds Available : _____

Date of the ORS/BURS : _____

EDMUNDO MARIN, JR.
Accountant III

Amount _____