Appendix 61

DEPED QUEZON
ICT UNIT
UPLOADED
Date/Time: DEC 26 2025
By: CHAW 11:45
Ref. No. NOA 137-25

PURCHASE ORDER

DEPARTMENT OF EDUCATION
DIVISION OF QUEZON

Supplier: MS. LORIZA JACELA GENERAL MERCHANDISE
Address: 51 GEN. LUNA ST. ANGELES ZONE 3 TAYABAS CITY
TIN 170-398-295-00000
RFQ NO. 2025-38-RFQG

P.O. No.: 2025-12-0358
Date: DECEMBER 22, 2025
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 30 Calendar Days upon receipt of PO
Payment Term 30 working days

Stock No.	Unit	Item Description	Quantity	Unit Cost	Amount
		OFFICE SUPPLIES			
	piece	Clearbook, 20 transparent pockets, legal	13	38.00	494.00
	piece	Sign pen, Extra Fine, black, 0.3mm	82	28.00	2296.00
	piece	Sign pen, Fine Tip, black, 0.4mm	64	30.00	1920.00
	piece	Sign pen, medium Tip, black, 0.5mm	50	24.00	1200.00
	piece	Sign pen, Extra Fine, blue, 0.3mm	14	28.00	392.00
	piece	Sign pen, Fine Tip, blue, 0.4mm	46	30.00	1380.00
	piece	Sign pen, medium Tip, blue, 0.5mm	56	24.00	1344.00
	piece	Pentel Signpen, blue, 0.07mm	2	105.00	210.00
	bottle	Ink, for stamp pad, black, 50ml	10	40.00	400.00
	piece	Glue, 130g	10	62.00	620.00
	box	Staple wire, standard #35	23	68.00	1,564.00
	roll	Tape masking, 24mm	22	35.00	770.00
	roll	Tape masking, 48mm	22	57.00	1,254.00
	roll	Tape, packaging, 48mm	22	52.00	1,144.00
	roll	Tape, transparent, 24mm	54	22.00	1,188.00
	roll	Tape, transparent, 48mm	8	45.00	360.00
	SUPPLY AND DELIVERY OF VARIOUS SUPPLIES AND MATERIALS FOR Q4 OF FY 2025				
		SUB TOTAL			**16,536.00**

(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:

MS. LORIZA JACELA GENERAL MERCHANDISE
Signature over Printed Name of Supplier

23 DEC 2025
Date

Very truly yours,

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

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DIVISION OF QUEZON

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Stock No.	Unit	Item Description	Quantity	Unit Cost	Amount
	piece	Correction tape, 8 meters	92	30.00	2760.00
	piece	Data File Folder, horizontal, chip board: 2.55mm thick, leatherette paper taglia lock, W-75mm, L-380mm, H-23mm, Green-70, Red-3, green-4	7	135.00	945.00
	piece	Envelope, expanding plastic	1	34.00	34.00
	piece	File organizer, expanding, plastic, legal	1	137.00	137.00
	pack	Folder with tab, A4, 100 pieces per pack	3	600.00	1800.00
	pack	Folder with tab, legal, 100 pieces per pack	3	600.00	1800.00
	box	Index tab, self-adhesive, transparent, 5 sets per	5	140.00	700.00
	set	Marker, Flourescent, assorted color, 3 colors	31	93.00	2883.00
	box	Paper Clip, vinyl/plastic coated, 33mm	3	10.00	30.00
	box	Rubber Band Big,	1	230.00	230.00
	pad	Note PAD, stick on, 2"x3", 100 sheets per pad	21	20.00	420.00
	pad	Note PAD, stick on, 3"x4", 100 sheets per pad	10	30.00	300.00
	pad	Note PAD, stick on, 3"x3", 100 sheets per pad	10	30.00	300.00
	ream	Bond Paper, 70gsm, A4 size	42	220.00	9,240.00
	ream	Bond Paper, 70gsm, legal size	52	235.00	12,220.00
	bottle	Ink, Epson T6641 Black	13	380.00	4,940.00
	SUPPLY AND DELIVERY OF VARIOUS SUPPLIES AND MATERIALS FOR Q4 OF FY 2025				
		SUB TOTAL			**38,739.00**

(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:

MS. LORIZA JACELA GENERAL MERCHANDISE
Signature over Printed Name of Supplier

23 DEC 2025
Date

Very truly yours,

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

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TIN 170-398-295-00000
RFQ NO. 2025-38-RFQG

P.O. No.: 2025-12-0358
Date: DECEMBER 22, 2025
Mode of Procurement Negotiated Procurement - Small Value Procurement (Sec. 53.9)

Gentlemen:

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Date of Delivery on or before the delivery term

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

Stock No.	Unit	Item Description	Quantity	Unit Cost	Amount
	bottle	Ink, Epson T6642 Cyan	6	380.00	2,280.00
	bottle	Ink, Epson T6643 Magenta	3	380.00	1,140.00
	bottle	Ink, Epson T6644 Yellow	4	380.00	1,520.00
	pack	Laminating Film (250 mic)	11	600.00	6,600.00
	pack	Sticker paper, A4	27	52.00	1,404.00
	roll	Double Sided Tape (12mmx10m), Tissue Type	17	40.00	680.00
	pack	Photo paper, A4	18	110.00	1,980.00
	piece	Certificate Holder A4, Black	15	40.00	600.00
	pack	Vellum Board Paper, A4	57	35.00	1,995.00
	bottle	Ink, Brother D60 Black	36	550.00	19,800.00
	bottle	Ink, Brother BT 5000 Cyan	28	550.00	15,400.00
	bottle	Ink, Brother BT 5000 Magenta	27	550.00	14,850.00
	bottle	Ink, Brother BT 5000 Yellow	27	550.00	14,850.00
	bottle	Ink, Epson 003 Black	15	380.00	5,700.00
	bottle	Ink, Epson 003 Yellow	9	380.00	3,420.00
	pack	Specialty paper 180gsm, A4, light cream	15	40.00	600.00
	SUPPLY AND DELIVERY OF VARIOUS SUPPLIES AND MATERIALS FOR Q4 OF FY 2025				
		SUB TOTAL			**92,819.00**

(TOTAL Amount In Words)

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Conforme:

MS. LORIZA JACELA GENERAL MERCHANDISE
Signature over Printed Name of Supplier

22 DEC 2025
Date

Very truly yours,

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

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Address: 51 GEN. LUNA ST. ANGELES ZONE 3 TAYABAS CITY
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P.O. No.: 2025-12-0358
Date: DECEMBER 22, 2025
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
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Payment Term 30 working days

Stock No.	Unit	Item Description	Quantity	Unit Cost	Amount
	piece	Certificate Holder, A4 size	16	40.00	640.00
	pack	Ear Tabs (sign here)	14	48.00	672.00
	piece	Unipin sign pen, black, 0.5	36	55.00	1980.00
	piece	Gelpen 0.5, green	200	17.00	3400.00
	roll	Yarn (japanesse cord), green	10	50.00	500.00
	piece	Plastic Envelope long	15	20.00	300.00
	piece	Sign pen, BP-1 RT Black Ballpoint pen	9	20.00	180.00
		SUB TOTAL			**7,672.00**
		OTHER SUPPLIES AND MATERIALS			
	pack	Battery AA, pack of 2 pieces	103	45.00	4,635.00
	pack	Battery AAA, pack of 2 pieces	92	70.00	6,440.00
	can	Cleanser, scouring powder, 350g	1	60.00	60.00
	piece	Detergent Bar, 140g	10	19.00	190.00
	pouch	Detergent Powder, all purpose, 1kg	15	100.00	1,500.00
	can	Disinfectant Spray, aerosol type, 400g	38	480.00	18,240.00
	piece	Dust Pan, rigid non-breakable plastic	1	96.00	96.00
	SUPPLY AND DELIVERY OF VARIOUS SUPPLIES AND MATERIALS FOR Q4 OF FY 2025				
		SUB TOTAL			**38,833.00**

(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:

MS. LORIZA JACELA GENERAL MERCHANDISE
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Stock No.	Unit	Item Description	Quantity	Unit Cost	Amount
	can	Furniture Cleaner, aerosol type, 300ml	6	185.00	1,110.00
	roll	Garbage Bag, 37"x40", XXL, 10 pieces per pack Black,	22	68.00	1,496.00
	roll	Garbage Bag, Large, black	16	38.00	608.00
	roll	Garbage bag, XL black	20	45.00	900.00
	roll	Garbage bag, XL yellow	4	50.00	200.00
	piece	Light-Emitting Diode (LED) light bulb, 7 watts	6	110.00	660.00
	roll	Plastic Twine	34	100.00	3,400.00
	pack	Tissue, interfold, 100% virgin pulp, 1ply, 175pulls, sheet size; 175mmx205mm	82	96.00	7,872.00
	pack	Toilet tissue Paper, 3-ply, 12's	157	210.00	32,970.00
	roll	Paper Towel, 3 ply, All-purpose Kitchen towel	13	140.00	1,820.00
	can	Insecticide, 600ml	34	439.00	14,926.00
	bottle	Glass Cleaner, 500ml	5	225.00	1,125.00
	bottle	Dishwashing liquid, 500ml, calamansi flavor	31	120.00	3,720.00
	bottle	Bleaching Solution, 450ml	4	40.00	160.00
	piece	Deodorant cake, 100g	62	73.00	4,526.00
	roll	Garbage Bag, Large, green	6	85.00	510.00
	SUPPLY AND DELIVERY OF VARIOUS SUPPLIES AND MATERIALS FOR Q4 OF FY 2025				
		SUB TOTAL			**76,003.00**

(TOTAL Amount In Words)

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Stock No.	Unit	Item Description	Quantity	Unit Cost	Amount
	roll	Garbage Bag, Large, yellow	7	85.00	595.00
	piece	Water Absrobtion Doormat, gray, 50x60cm, rubber bot	10	245.00	2,450.00
	roll	Garbage Bag, 37"x40", XXL, 10 pieces per pack Green	8	100.00	800.00
	roll	Garbage Bag, 37"x40", XXL, 10 pieces per pack Yellow	8	100.00	800.00
	piece	Lona, 20x40ft	2	10,250.00	20,500.00
	piece	Office File document storage box with lid Size: 10 1/4x12 1/2x 15 3/4 inches, heavy duty	300	152.00	45,600.00
		SUB TOTAL			**70,745.00**
	SUPPLY AND DELIVERY OF VARIOUS SUPPLIES AND MATERIALS FOR Q4 OF FY 2025				
		GRAND TOTAL			**333,675.00**

(TOTAL Amount In Words) **THREE HUNDRED THIRTY THREE THOUSAND SIX HUNDRED SEVENTY FIVE**

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MS. LORIZA JACELA GENERAL MERCHANDISE
Signature over Printed Name of Supplier

23 DEC 2025
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ROMMEL G. BAUTISTA, CESO V
Schools Division Superintendent

Funds Cluster : 01101101
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