DEPED QUEZON
ICT UNIT
UPLOADED
Date/Time: SEP 10 2025
By: CAM 4:55.
Ref. No. NOA 78-25

Appendix 61

OFFICE OF THE AUDITOR
RECEIVED
DATE: SEP 09 2025
BY:

PURCHASE ORDER

DEPARTMENT OF EDUCATION
DIVISION OF QUEZON

Supplier: GCRC NON-SPECIALIZED WHOLESALE TRADING
Address: B5 L34 Saint Andrew St. St. Michael Subd. Gulang-gulang Lucena City
TIN 728-454-263-00000

P.O. No.: 2025-08-0183
Date: August 28, 2025
Mode of Procurement: Negotiated Procurement-Small Value Procurement

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
	piece	Polo Shirt with Embroidered Logo	15	700.00	10,500.00
	piece	Sublimation Shirt	10	900.00	9,000.00
	bottle	Brother Ink - Magenta (BT5000)	6	250.00	1,500.00
	bottle	Brother Ink - Cyan (BT5000)	6	250.00	1,500.00
	bottle	Brother Ink - Yellow (BT5000)	6	250.00	1,500.00
	bottle	Brother Ink - Black (BT D60)	6	250.00	1,500.00
	bottle	Epson Ink - Magenta (003)	6	250.00	1,500.00
	bottle	Epson Ink - Cyan (003)	6	250.00	1,500.00
	bottle	Epson Ink - Yellow (003)	6	250.00	1,500.00
	bottle	Epson Ink - Black (003)	6	250.00	1,500.00
	bottle	Epson Ink - Magenta (664)	6	250.00	1,500.00
	bottle	Epson Ink - Cyan (664)	6	250.00	1,500.00
	bottle	Epson Ink - Yellow (664)	6	250.00	1,500.00
	bottle	Epson Ink - Black (664)	6	250.00	1,500.00
	pack	Vellum Board, A4	55	250.00	13,750.00
	piece	Certificate Holder, A4	100	75.00	7,500.00
	piece	Clipboard, long	5	150.00	750.00
	box	Folder Pressboard, long (orange)	25	500.00	12,500.00
	box	Plastic Fastener	40	150.00	6,000.00
	piece	Sign here sticker	15	100.00	1,500.00
		SUB-TOTAL			**79,500.00**

(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:

GCRC NON-SPECIALIZED WHOLESALE TRADING
Signature over Printed Name of Supplier

08 SEP 2025
Date

Very truly yours,

ROMMEL G. BAUTISTA, CESO V
Schools Division Superintendent

Funds Cluster : 01101101
Funds Available :

EDMUNDO R. MARIN, JR.
Accountant III

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

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BY: .....

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Address: B5 L34 Saint Andrew St. St. Michael Subd. Gulang-gulang Lucena City
TIN 728-454-263-00000

P.O. No.: 2025-08-0183
Date: August 28, 2025
Mode of Procurement: Negotiated Procurement-Small Value Procurement

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
	piece	Tape Dispenser, 20cmx7cmx10cm	4	150.00	600.00
	piece	Computer Mouse pad	4	150.00	600.00
	piece	Plastic Envelope, long	50	25.00	1,250.00
	piece	Handheld Magnifying Glass	5	100.00	500.00
	box	Pencil, no.2, medium	1	150.00	150.00
	gallon	Ethyl Alcohol	5	700.00	3,500.00
	set	First Aid Kit	5	1,000.00	5,000.00
	piece	Ecxtension Cord wire, 10M	2	500.00	1,000.00
	piece	Bounded Notebook	5	100.00	500.00
	box	Binder Clips, 1 inch	1	250.00	250.00
	box	Binder Clips, 1/2 inch	1	250.00	250.00
	piece	Pencil Sharpener, manual	1	250.00	250.00
	piece	Eraser, plastic/rubber	10	20.00	200.00
	box	Self-adhesive Marble vinyl tiles - gray (12inx12in)	2	700.00	1,400.00
	box	Brown Envelope, long	4	400.00	1,600.00
	box	Brown Folder, A4	4	400.00	1,600.00
	piece	White correction tape	10	100.00	1,000.00
	piece	Cutter (Utility Knife)	5	50.00	250.00
	piece	Ruler, 12inch	5	30.00	150.00
	box	Mailing Envelope - white	2	150.00	300.00
		SUB-TOTAL			**20,350.00**

(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:

GCRC NON-SPECIALIZED WHOLESALE TRADING
Signature over Printed Name of Supplier

08 SEP 2025
Date

Very truly yours,

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

Funds Cluster : 01101101
Funds Available :

EDMUNDO R. MARIN, JR.
Accountant III

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

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Payment Term 30 WORKING DAYS

Stock No.	Unit	Item Description	Quantity	Unit Cost	Amount
	piece	Staple Remover, plier type	5	150.00	750.00
	piece	Heavy duty flashlight	5	300.00	1,500.00
	piece	Dated Stamp	3	150.00	450.00
	piece	Adaptor	5	100.00	500.00
	pack	Index tab, self-adhesive transparent	5	150.00	750.00
	roll	Ribbon - blue	2	50.00	100.00
	roll	Ribbon - red	2	50.00	100.00
	roll	Ribbon - white	2	50.00	100.00
	box	Permanent Marker - black	1	200.00	200.00
	box	Permanent Marker - blue	1	200.00	200.00
	box	Permanent Marker - red	1	200.00	200.00
	piece	Cork Board, 60x90cm	2	200.00	400.00
	piece	Small Trash Bin, black	5	75.00	375.00
	pack	Photo paper, A4	10	200.00	2,000.00
	box	Staple wire, 26/6	10	50.00	500.00
	box	Paper Clips, vinyl/plastic coated - 50mm	5	100.00	500.00
	box	Long Bond Paper, 80gsm	10	1,000.00	10,000.00
	box	A4 Bond Paper, 80gsm	15	1,000.00	15,000.00
	pack	Colored Paper, long	10	150.00	1,500.00
	piece	Desktop Organizer	4	300.00	1,200.00
		SUB-TOTAL			**36,325.00**

(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:

GCRC NON-SPECIALIZED WHOLESALE TRADING
Signature over Printed Name of Supplier

08 SEP 2025
Date

Very truly yours,

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

Funds Cluster : 01101101
Funds Available :

EDMUNDO R. MARIN, JR.
Accountant III

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Payment Term 30 WORKING DAYS

Stock No.	Unit	Item Description	Quantity	Unit Cost	Amount
	pack	Sticker Paper, A4	20	150.00	3,000.00
	box	Short Bond Paper, 80gsm	5	1,000.00	5,000.00
	piece	Hand bar soap (sachet-small)	10	50.00	500.00
	piece	Receiving Stamp, (for school sites titling)	2	350.00	700.00
	piece	Rubber Stamp - Certified True Copy (for school sites titling)	1	350.00	350.00
		SUB-TOTAL			**9,550.00**
		GRAND TOTAL			**159,215.00**

(TOTAL Amount In Words) **ONE HUNDRED FIFTY NINE THOUSAND TWO HUNDRED FIFTEEN PESOS ONLY**

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