



PURCHASE ORDER

DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

Supplier :	<u>Tuguegarao L.B. Mart</u>	P.O. No. :	<u>2025-04-0048</u>
Address :	<u>119 A Bonifacio St. Centro 06, Tuguegarao City, Cag.</u>	Date :	<u>April 24, 2025</u>
TIN :	<u>102-201-326-000</u>	Mode of Procurement :	<u>Shopping</u>

Gentlemen:

Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery :	<u>DILG R2</u>	Delivery Term :	<u>Delivered at Place</u>
Date of Delivery :	<u>w/in 7 days</u>	Payment Term :	

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	pc	EPSON 003 Ink (Black)	7	134.00	938.00
2	pc	EPSON 003 Ink (Cyan)	5	134.00	670.00
3	pc	EPSON 003 Ink (Magenta)	5	134.00	670.00
4	pc	EPSON 003 Ink (Yellow)	5	134.00	670.00
5	box	Retractable Sign pen, Blue (0.5mm), 12's	2	240.00	480.00
6	box	Retractable Sign pen, Black (0.5mm), 12's	2	240.00	480.00
7	pc	Certificate Holder a4	50	35.00	1,750.00
8	box	Folder, File, A4, 100'S	1	390.00	390.00
9	box	Envelope, expanding, 100's	1	1,300.00	1,300.00
10	pc	Stapler, standard type	2	105.00	210.00
		X-X-X-X-X-X-X-X-X-X			
				TOTAL	₱7,558.00

Purpose: Supplies to Support the Operations of RPDMU

(Total Amount in Words) Seven Thousand Five Hundred Fifty Eight 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,

(sgd.)

(sgd.)

Signature over Printed Name of Supplier

AGNES A. DE LEON, CESO IV
Regional Director

Date

Fund Cluster :
Funds Available :

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

Amount : _____

(sgd.)

PAUL M. FIESTA, CPA

Signature over Printed Name Accountant III/Head of Accounting Division/Unit

Procurement No.: 2025-04-114