mark

PURCHASE ORDER

DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

Supplier :	MARANATHA SCHOOL AND OFFICE SUPPLIES TRADING	P.O. No. :	2025-02-0031
Address :	Diwa Bldg College Avenue, Tuguegarao City, Cagayan	Date :	February 27, 2025
TIN :	268-180-328-003	Mode of Procurement :	Shopping

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

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

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	box	Retractable sign pen 0.5 12s, BLUE	5	890.00	4,450.00
2	box	Retractable sign pen 0.7 12s, BLUE	1	890.00	890.00
3	box	Retractable ballpoint pen (50s) BLACK	5	305.25	1,526.25
4	pad	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	12	12.00	144.00
5	pc	White Folder (LONG)	70	6.25	437.50
6	pc	GREEN Pressboard Folder (LONG)	50	19.80	990.00
7	pc	Correction Tape	15	19.00	285.00
8	ream	Specialty Paper/ Laid Board Paper A4 180 gsm; 100 sheets; WHITE	10	387.75	3,877.50
9	box	Staple Wires, Standard	12	29.75	357.00
10	roll	Double-Sided Tape, 1/2 inch	20	14.00	280.00
11	pc	Filler notebook, 10s	25	110.00	2,750.00
		x-x-x-x-x-x-x-x			
				TOTAL	₱15,987.25

Purpose: Supplies for the Conduct of Orientation on Retooled Community Support Program (RCSP) for FY 2025 cum meeting re RIDS Capacity Development Intervention for LGUs on March 14, 2025

(Total Amount in Words) Fifteen Thousand Nine Hundred Eighty Seven Pesos and 25/100 Centavos 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:

MARANATHA SCHOOL AND OFFICE SUPPLIES TRADING
Diwa Bldg. College Ave. Tuguegarao City, Cagayan
0927-790-0664

(sgd.)
ROCELLE J. BALLY
Signature over Printed Name of Supplier

Date 3/3/25

Very truly yours,

(sgd.)
AGNES A. DE LEON, CESO IV
Regional Director

Fund Cluster :
Funds Available :

(sgd.)
PAUL M. FIESTA, CPA
Signature over Printed Name Accountant III/Head of Accounting Division/Unit

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

Procurement No.: 2025-02-0414

COMMISSION ON AUDIT
RECEIVED
BY Ethel
DATE 03/03/25
TIME 4:19 pm