



Republic of the Philippines
Department of Education
Region VI - Western Visayas

SCHOOLS DIVISION OF SAGAY CITY

PURCHASE ORDER

Appendix B.1

Supplier:	FRIENDLY ENTERPRISES OPC	P.O. No.	25 01 002
Address:	ESCALANTE CITY	Date:	January 14, 2025
TIN:		Mode of Procurement:	SHOPPING

Gentlemen:

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

Place of Delivery:		DepEd Schools Division of Sagay	Delivery Term	SEVEN (7) CALENDAR DAYS UPON RECEIPT OF PO	
Date of Delivery:		JAN 20 2025	Payment Term	THIRTY (30) CALENDAR DAYS UPON DELIVERY COMPLETION	
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	packs	Special Paper, Long size, 180 gsm	10	75.00	750.00
	pcs	Handbound Conference Notebook	83	136.50	11329.50
	pcs	Sign Pen, Blue, 0.5	83	15.00	1245.00
	reams	Bond Paper, A4 size, 70 gsm	5	210.00	1050.00
	rolls	Manila Paper	2	225.00	450.00
	pcs	Masking Tape (2 inches)	20	29.50	590.00
	pcs	Expanded Folder, Color Blue, Long Size	50	40.00	2000.00
	pcs	Certificate Case, A4 size	90	40.00	3600.00
	pcs	Bond Paper, Long size, 70 gsm	9	254.50	2290.50

(Total Amount in Words)	Twenty-Three Thousand Three Hundred Five Pesos	P23,305.00
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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,

Signature over Printed Name of Supplier

DANNIE CLARK M. UGUIL, CESE

OIC-Schools Division Superintendent

Head of Procuring Entity

JAN 14 2025

Date

und Cluster : _____

unds Available : _____

ORS/BURS No. : _____

Date of the ORS/BURS: _____

Amount : _____

JOSIE R. REBUSQUILLO

Accountant III