302/1688 SVPAM

PURCHASE ORDER

Department of Education
SCHOOLS DIVISION OF DIGOS CITY
Agency / Procuring Entity

Supplier	:	**BRAKS VARIETY STORE**	P.R. No.:	**25-09-124**
Address	:	**Christian Village Aplaya, Digos City, Davao del Sur**	P.O. No.:	**25-09-0163**
Contact No.	:	[redacted]	Date:	**September 25, 2025**
TIN	:	[redacted]	Mode of Procurement:	**Small Value Procurement**

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

Place of Delivery	:	**DEPED DIGOS CITY DIVISION**
		COR. ROXAS & LOPEZ JAENA STS., DIGOS CITY
Date of Delivery	:	**Within 15 calendar days upon receipt of PO.**
Payment Term	:	**WITHIN 30 DAYS**

ITEM NO.	UNIT	DESCRIPTION	QTY	UNIT COST	AMOUNT
lot 4		Supply and Delivery of Training Materials and Supplies for ARAL Implementation			
	unit	Printer, with minimum specifications: 3 in 1 - Print, scan and copy, Compact integrated tank design, High yield bottles, Spill-free, error-free refilling, Borderless printing up to 4R	48	9,850.00	**472,800.00**
	unit	Laminating machine, with minimum specifications: Warm-up time: 3 mins Laminating speed: at least 600mm/min Laminating width: 320mm Has reverse function Has overheating mechanism Fast heating and cooling	47	3,000.00	**141,000.00**
	pack	Fine board vellum, A4, white, 200gsm, 10s per pack	20	45.00	**900.00**
	ream	Bond paper, A4, hard copy, 80gsm, 500 sheets per ream	20	250.00	**5,000.00**
	ream	Bond paper, Long, hard copy, 80gsm, 500 sheets per ream	20	270.00	**5,400.00**
	set	Photopaper, A4, non-glossy, 10 pieces per set	30	60.00	**1,800.00**
	bottle	Epson ink, for Epson L3210, black	10	350.00	**3,500.00**
	bottle	Epson ink, for Epson L3210, cyan	10	350.00	**3,500.00**
	bottle	Epson ink, for Epson L3210, magenta	10	350.00	**3,500.00**
	bottle	Epson ink, for Epson L3210, yellow	10	350.00	**3,500.00**
		SUBJECT TO WITHHOLDING TAX	**TOTAL**		
Total Amount in words:		***Six Hundred Forty Thousand Nine Hundred Pesos Only.***			**₱640,900.00**

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one (1) percent for every day of delay shall be imposed.

Very truly yours,

MELANIE P. ESTACIO, PhD, CESO VI
Schools Division Superintendent

Conforme:

BRAKS VARIETY STORE
Signature over printed name of Supplier

9/30/25 9/30/25
Date

Funds Available:	ORS No: 1507
MA. FLORINEL GALLARDO, CPA Accountant III	Amount: 640,900

COMMISSION ON AUDIT
RECEIVED
BY:
DATE: 10-04-25
TIME: 4:29