Name of Procuring Entity:LGU-Province of Davao de Oro
Standard Form No. SF-GOOD-58
Revised:May 24,2004
Std. Form Title:Purchase Order

PURCHASE ORDER

JUN 24 2025

Province of Davao de Oro
Agency/Procuring Entity

Supplier: TOPCESS TRADING CORPORATION	PO Number: 25060825
Address: STALL#48 BKL.#1, POB., MACO, DAVAO DE ORO	Date: 06/16/25
E-mail Address:	Mode of Procurement S-B
Tel. No.:	
TIN: 010-727-499-000	PR Number: 25-2672

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

Place of Delivery:	PGSO-Warehouse	Delivery Term:	
Date of Delivery:	10 days	Payment Term:	

No.	Stock No.	Unit of Issue	Quantity	Description	Unit Cost	Amount
1	00576	pc/s.	15.00	**Correction Fluid, Pen Type**	89.00	1,335.00
2	36438N	pc/s	40.00	**Correction Tape w/ case**	42.00	1,680.00
3	21699	roll/s	20.00	**Double Adhesive Tape "1**	16.00	320.00
4	18215	pck/s	5.00	**Double-Sided Photo Paper 8.3" x 11.7", 50pcs/pack**	298.00	1,490.00
5	37621N	box/s	2.00	**Envelope, mailing, white, long, 500s/box**	515.00	1,030.00
6	00611	pc/s	200.00	**Envelope, tagboard, 285 gsm - expanding, white, long**	16.00	3,200.00
7	37650N	pc/s	200.00	**Folder White Long**	5.00	1,000.00
8	37119N	pc/s	200.00	**Folder, file tagboard expanding, green w/out metal tab - long**	20.00	4,000.00
9	37639N	pc/s	200.00	**Notebook, non-spring**	15.00	3,000.00
10	37122N	ream/s	100.00	**Paper, Book A4, 210mm x 297mm, min of 70gsm**	285.00	28,500.00

COMMISION ON AUDIT DAVAO DE ORO
TEAM 1
RECEIVED
DATE: 7/4/25
TIME:
BY:

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 (1) percent for every day of delay shall be imposed.

Conform CYRA LOU BATIAO
Signature over printed name of
06-26-2025
Date

Very truly

DOROTHY M. GONZAGA
Governor
Authorized Official

GENERAL
OBR No.: 0031-07-25 105
Responsibility Center:
Amount: 88,096.00

(In case of Negotiated Purchase pursuant to section 369(a) of RA 7180, this portion must be
Aprroved per Sanggunian Resolution ____________
Certified ____________ Date ____________

PURCHASE ORDER

Province of Davao de Oro
Agency/Procuring Entity

JUN 24 2025

PO Number: 25060825
Date: 06/16/25
Mode of Procurement S-B
PR Number: 25-2672

Supplier: TOPCESS TRADING CORPORATION
Address: STALL#48 BKL.#1, POB., MACO, DAVAO DE ORO
E-mail Address:
Tel. No.:
TIN: 010-727-499-000

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

Delivery Term:
Payment Term:

Place of Delivery: PGSO-Warehouse
Date of Delivery: 10 days

No.	Stock No.	Unit of Issue	Quantity	Description	Unit Cost	Amount
11	37546N	ream/s	100.00	**Paper, Book legal, 216mm x 330mm (8-1/2" x 13"), min of 70 gsm**	331.00	33,100.00
12	37226N	packs	10.00	**Paper, velum - legal size 30's/pack**	284.00	2,840.00
13	37605N	pc/s	3.00	**Pointer Laser,Wireless, Silver finished with page up /down presentation**	1,097.00	3,291.00
14	38071N	pc/s	20.00	**Remover, Staple Wire**	76.00	1,520.00
15	30324N	tab/s	30.00	**Sticky Note/Index Tab (as per sample)**	33.00	990.00
16	00863	roll/s	20.00	**Tape, transparent 24mm (1") width, usable length of 50m**	40.00	800.00
				FOR THE USE OF PPOC SEC AND OTHER ACTIVITIES		
				THE AWARD IS BASED ON ABSTRACT NO. 2506015 UNDER REQUEST FOR QUOTATION NO.05-25-0790 OPENED ON June 10, 2025		
						88,09

COMMISION ON AUDIT DAVAO DE ORO
TEAM 1
RECEIVED
DATE: 7/1/25
TIME:
BY:

Total Amount in Words:
Eighty Eight Thousand Ninety Six 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 (1) percent every day of delay shall be imposed.

Conform CYRA LOU BATIAO
Signature over printed name of
06-26-2025
Date

Very truly

DOROTHY M. GONZAGA
Governor
Authorized Official

GENERAL
OBR No.: 0031-07-25-105
Responsibility Center:
Amount: 88,096.00

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