

JUN 24 2025

PURCHASE ORDER
Province of Davao de Oro
Agency/Procuring Entity

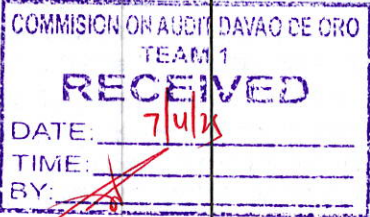
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Supplier: TOPCESS TRADING CORPORATION	PO Number: 25060825
Address: STALL#48 BKL.#1, POB., MACO, DAVAO DE ORO	Date: 06/16/25
E-mail Address:	Mode of Procurement S-B
Tel. No.:	PR Number: 25-2672
TIN: 010-727-499-000	

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



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	<u>CYRA LOU BATIAO</u> Signature over printed name of <u>06-26-2025</u> Date	Very truly	DOROTHY M. GONZAGA Governor Authorized Official
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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
Approved per Sanggunian Resolution _____
Certified _____ Date _____

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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	ream/s	10.00	Paper, velum - legal size 30's/pack	284.00	2,840.00
13	37605N	ream/s	3.00	Pointer Laser, Wireless, Silver finished with page up /down presentation	1,097.00	3,291.00
14	38071N	ream/s	20.00	Remover, Staple Wire	76.00	1,520.00
15	30324N	ream/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

COMMISSION ON AUDIT DAVAO DE ORO
TEAM 1
RECEIVED
DATE _____
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 LOPEZ
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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Approved per Sanggunian Resolution _____ Date _____