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

APR 10 2025

Province of Davao de Oro
Agency/Procuring Entity

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

PO Number: 25030418
Date: 03/31/25
Mode of Procurement: S-B
PR Number: 25-C0246

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	00491	pc/s	250.00	**Ballpen, BP-S fine, blue**	32.00	8,000.00
2	00492	pc/s	10.00	**Ballpen, BP-S fine, red**	32.00	320.00
3	00489	pc/s	100.00	**Ballpen, Fine Ballpen(0.5) -Black**	10.00	1,000.00
4	00493	pc/s	400.00	**Ballpen, ordinary, black**	12.00	4,800.00
5	14892	box/s	5.00	**Binder Clip #3**	85.00	425.00
6	00557	pc/s	100.00	**Certificate holder**	56.00	5,600.00
7	00561	pc/s.	20.00	**Clear Book Long -80 sheets**	360.00	7,200.00
8	00640	pc/s	50.00	**Folder, file, tagboard, green w/ metal tab, long**	13.00	650.00
9	36148N	ream/s	33.00	**Paper, bond PG, legal, 216mm x 330mm (8 1/2 " x 13")**	305.00	10,065.00
10	21953	ream/s	3.00	**Paper, Bond, Short, PG (8-1/2" x 1") 70 gsm.**	242.00	726.00
11	37122N	ream/s	10.00	**Paper, Book A4, 210mm x 297mm, min of 70gsm**	260.00	2,600.00
12	36443N	pc/s	100.00	**Pen, Sign - 0.5 ordinary, blue**	26.00	2,600.00
13	00777	pc/s.	10.00	**Pen, Sign G-1 Grip- 0.5 black**	64.00	640.00
14	36453N	pc/s	9.00	**Record Book # 85, 300 pages (made of US ledger bond)**	550.00	4,950.00
15	00803	pc/s	20.00	**Refill, Ballpen BP-S - blue**	14.00	280.00
16	37129N	roll/s	15.00	**Tape, masking, 24mm (1") width, usable length 50m**	55.00	825.00
				FOR THE USE OF VARIOUS PSWDO PROGRAMS, 1ST QUARTER **THE AWARD IS BASED ON ABSTRACT NO. 2503219 UNDER REQUEST FOR QUOTATION NO.02-25-0310 OPENED**		

COMMISION ON AUDIT DAVAO DE ORO
TEAM 1
RECEIVED
DATE: 5/21/25
TIME: 1:40
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: CHRISTINA RAZONABLE
Signature over printed name of
04-15-2025
Date

Very truly

DOROTHY M. GONZAGA
Governor
Authorized Official

By Authority of the Governor
MARYLI... N. ...ALES
Executive Assistant II

GENERAL
OBR No.: 0790-05-25-105
Responsibility Center:
Amount: 50,681.00

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

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

Province of Davao de Oro
Agency/Procuring Entity

APR 10 2025

Supplier: TOPCESS TRADING CORPORATION	PO Number: 25030418
Address: STALL#48 BKL.#1, POB., MACO, DAVAO DE ORO	Date: 03/31/25
E-mail Address:	Mode of Procurement S-B
Tel. No.:	
TIN: 010-727-499-000	PR Number: 25-C0246

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
				ON March 26, 2025		

COMMISION ON AUDIT DAVAO DE ORO
TEAM 1
RECEIVED
DATE: 5/21/25
TIME: 1:40
BY:

Total Amount in Words: **Fifty Thousand Six Hundred Eighty One Pesos Only**	50,681.00

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.

Conform CHRISTINA MATOMABVE
Signature over printed name of
04-14-2025
Date

Very truly

DOROTHY M. GONZAGA
Governor
Authorized Official

By Authority of the Governor:
[illegible]
Executive Assistant II

GENERAL
OBR No.: 0790-05-25-105
Responsibility Center:
Amount: 50,681.00

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