

## PURCHASE ORDER

**Department of Education - Schools Division of South Cotabato**

Supplier: <b>MARBEL GLASS SUPPLY</b>	P.O. No.: <b>23-032</b>
	Date: <b>March 27, 2023</b>
Address: Gensan Drive, Koronadal, South Cotabato	PR No.: <b>DSC-23-03-035</b>
TIN No.: 104-081-058-000	Mode of Procurement: <b>NP - SMALL VALUE PROCUREMENT</b>

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

Place of Delivery: <b>Supply Office, DepEd-Schools Division of South Cotabato</b>	Delivery Term: <b>(Fifteen) 15 Calendar day/s</b>
Date of Delivery: <b>Upon receipt of PO</b>	Payment Term: <b>(Fifteen) 15 Calendar day/s</b>

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	lot	<b>Repair and Installation of Server Window Room in the ICT Unit of Division Office</b>	1		25,000.00
		Scope of Works:			
		4 Panels Fixed Glass with Aluminum Sliding and Drawer Guide (HA) & 1/4 dg			

x-x-x-x-x-x-x-x-x-x Nothing follows x-x-x-x-x-x-x-x-x-x

**TOTAL: Php 25,000.00**

(Total Amount in Words) Twenty-Five Thousand Pesos

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 to undelivered items.

Very truly yours,

Conforme:

**DR. RUTH L. ESTACIO, CESO VI**

Schools Division Superintendent  
Head of the Procuring Entity (HoPE)

**MARBEL GLASS SUPPLY**

Signature over Printed Name

4/17/2023

Date

Fund Cluster: 101

Funds Available: 25,000.00

**CARLO P. DIVEDOR, CPA**

Signature over Printed Name

ORS/BURS No. : 1023-04-01092

Date of the ORS/BURS : APR 03, 2023

Amount : 25,000.00