

# PURCHASE ORDER

Department of Education - Schools Division of South Cotabato

Supplier: <b>RJQ SHIRT &amp; GENERAL MERCHANDISE</b>	P.O. No.: <b>23-169</b>
	Date: <b>December 20, 2023</b>
Address: Stall 25, Supermarket Bldg., Public Market, Brgy. Zone I, Koronadal City, South Cotabato	PR No.: <b>DSC-23-09-104</b>
TIN No.: 151-062-259-000	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, Schools Division of South Cotabato</b>	Delivery Term: <b>(Seven) 7 Calendar day/s</b>
Date of Delivery: <b>Upon Receipt of PO</b>	Payment Term: <b>(Fifteen) 15 Calendar day/s</b>

Stock/Prop erty No.	Unit	Description	Quantity	Unit Cost	Amount
1	lot	<b>Supply and Delivery of Stand Fan for ICT Unit</b>	1		<b>4,494.00</b>
	unit	AC/DC Type, 16 inches, 3 speeds, 3 blades, 220V	3	1,498.00	<b>4,494.00</b>

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

**TOTAL: Php 4,494.00**

**(Total Amount in Words) Four Thousand Four Hundred Ninety-Four 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:

**LEONARDO M. BALALA, CESE**

Schools Division Superintendent  
Head of the Procuring Entity (HoPE)

**RJQ SHIRT & GENERAL MERCHANDISE**

Signature over Printed Name

Date

12/29/23

Fund Cluster: 101  
Funds Available: 4,494.00

ORS/BURS No. : 2023-12-05940  
Date of the ORS/BURS : \_\_\_\_\_  
Amount : 4494

**CARLO F. DIVEDOR, CPA**

Signature over Printed Name

28 DEC 2023