

# PURCHASE ORDER

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

<b>Supplier:</b> <b>COPYLANDIA OFFICE SYSTEMS CORPORATION</b>	<b>P.O. No.:</b> <b>23-111</b>
<b>Address:</b> Door 3-D Juduta Bldg., Catolico Ave., General Santos City	<b>Date:</b> <b>October 26, 2023</b>
<b>TIN No.:</b> 002-332-000-00016	<b>PR No.:</b> <b>DSC-23-10-132</b>
	<b>Mode of Procurement:</b> <b>NP - DIRECT CONTRACTING</b>

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

<b>Place of Delivery:</b> <b>Supply Office, Schools Division of South Cotabato</b>	<b>Delivery Term:</b> <b>(Seven) 7 Calendar day/s</b>
<b>Date of Delivery:</b> <b>From the receipt of NTP</b>	<b>Payment Term:</b> <b>(Fifteen) 15 Calendar day/s</b>

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	lot	<b>Supply and Delivery of Toner for Schools Division of South Cotabato for 3rd Quarter and 4th Quarter of CY 2023</b>	1		20,625.00
	cart	Toner, TN118	6	3,437.50	20,625.00

~~X-X-X-X-X-X-X-X-X-X Nothing follows X-X-X-X-X-X-X-X-X-X~~

**TOTAL: Php 20,625.00**

(Total Amount in Words) Twenty Thousand Six Hundred Twenty-Five 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,

**LEONARDO M. BALALA, CESE**  
 Schools Division Superintendent  
 Head of the Procuring Entity (HoPE)

**Conforme:**

*Jocelyn G. Botera*

**COPYLANDIA OFFICE SYSTEMS CORPORATION**

Signature over Printed Name

11-15-23

Date

**Fund Cluster:** 101  
**Funds Available:** 20,425

**ORS/BURS No.:** 2023-11-09516  
**Date of the ORS/BURS:** 11-08-2023  
**Amount:** 20,625

*Carlo F. Divedor*  
**CARLO F. DIVEDOR, CPA**  
 Signature over Printed Name

*Received thru email  
11/15/23*