

PURCHASE ORDER

Department of Education - Schools Division of South Cotabato

Supplier: PHILIPPINE DUPLICATORS, INC.	P.O. No.: 23-110
	Date: October 26, 2023
Address: GENERAL SANTOS CITY	PR No.: DSC-23-10-133
TIN No.: 000-412-893-012	Mode of Procurement: NP - DIRECT CONTRACTING

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

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

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	lot	Supply and Delivery of Toner and Ink Copy Printer for Schools Division of South Cotabato for 3rd and 4th Quarter of CY 2023	1		49,000.00
	cart	Toner, MP2014HS, Ricoh	10	3,700.00	37,000.00
	cart	Ink Copy Printer, 500ml, DX2439, Ricoh	10	1,200.00	12,000.00

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

TOTAL: Php 49,000.00

(Total Amount in Words) Forty-Nine 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,

LEONARDO M. BALALA, CESE

Schools Division Superintendent
Head of the Procuring Entity (HoPE)

Conforme:



PHILIPPINE DUPLICATORS, INC.

Signature over Printed Name

11-14-23

Date

Fund Cluster: 101

Funds Available: 49,000.00

ORS/BURS No. : 2023-11-04515

Date of the ORS/BURS : NOV 08 2023

Amount : ₱ 49,000.00


CARLO P. DIVEDOR, CPA

Signature over Printed Name

POSTAL ORDER

Pay to the order of _____

THE BANK OF AMERICA

Post Office No. _____
City _____ State _____

Pay to the order of _____
for _____

Amount in figures _____
Amount in words _____

Total _____

Signature _____

Post Office _____

Post Office _____

Post Office _____

Post Office _____