

# PURCHASE ORDER

Department of Education - Schools Division of South Cotabato

Supplier: <b>MELGENE AIRCON MARKETING AND SERVICES</b>	P.O. No.: <b>23-020</b>
	Date: <b>March 10, 2023</b>
Address: Brgy. Zone 1, Javellana Bldg., National Highway, Koronadal, South Cotabato	PR No.: <b>DSC-23-03-020</b>
TIN No.: 922-048-860-000	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>DepEd-Schools Division Office, Koronadal City, South Cotabato</b>	Delivery Term: <b>(Five) 5 Calendar day/s</b>
Date of Delivery: <b>Upon Receipt of P.O</b>	Payment Term: <b>(Fifteen) 15 Calendar day/s</b>

Stock/Prop erty No.	Unit	Description	Quantity	Unit Cost	Amount
<b>1</b>	<b>lot</b>	<b>Supply and Delivery of Office Equipment:</b>	<b>1</b>		<b>42,350.00</b>
	unit	Air Conditioner Unit, wall mounted, Split Type, Inverter w/ free installation cost with 10ft pipe run w/ feed writings and drain pipe, 1.5HP, Brand: Condura Inclusions: Bracket, Wiring, labor and Materials For Budget Office	1	42,350.00	42,350.00

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

**TOTAL: Php 42,350.00**

(Total Amount in Words) Forty-Two Thousand Three Hundred Fifty 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,

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

Schools Division Superintendent  
Head of the Procuring Entity (HoPE)

Conforme:

**MELGENE AIRCON MARKETING AND SERVICES**

Signature over Printed Name

5-15-23

Date

Fund Cluster: \_\_\_\_\_  
Funds Available: \_\_\_\_\_

ORS/BURS No. : 1072-07-00877

Date of the ORS/BURS : MAR 13 2023

Amount : ₱ 42,350.00

**CARLO F. DIVEDOR, CPA**

Signature over Printed Name