

# PURCHASE ORDER

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

|  |  |
|--|--|
| Supplier: <b>SURALLAH NORTH DISTRICT<br/>PST MPC</b> | P.O. No.: <b>24-016</b>                                      |
|  | Date: <b>February 7, 2024</b>                                |
| Address: Surallah South Cotabato                     | PR No.: <b>DSC-24-01-016</b>                                 |
| TIN No.: 005-318-765-000                             | Mode of Procurement: <b>Negotiation (SVP 53.9 above 50K)</b> |

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

|  |  |
|--|--|
| Place of Delivery: <b>South Cotabato Gymnasium Cultural Center, Koronadal City, South Cotabato</b> | Delivery Term: <b>(One) 1 Calendar day/s</b>     |
| Date of Delivery: <b>February 8, 2024</b>  | Payment Term: <b>(Fifteen) 15 Calendar day/s</b> |

| Stock/Property No. | Unit | Description   | Quantity | Unit Cost | Amount            |
|--------------------|------|---|----------|-----------|-------------------|
| 1                  | lot  | <b>Supply and Delivery of Meals and Snacks for the conduct of 1st Quarter Division Management Committee (DMANCOM) Meeting on February 8, 2024</b> | 1        |           | <b>308,750.00</b> |
|                    | pax  | Meals and Snacks  | 475      | 650.00    | <b>308,750.00</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 308,750.00**

**(Total Amount in Words) Three Hundred-Eight Thousand Seven 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,

Conforme:

**LEONARDO M. BALALA, CESO V**

Schools Division Superintendent  
Head of the Procuring Entity (HoPE)

**SURALLAH NORTH DISTRICT PST MPC**

Signature over Printed Name

Date

Fund Cluster: \_\_\_\_\_

Funds Available: \_\_\_\_\_

ORS/BURS No. : 2024-02-00409

Date of the ORS/BURS : FEB 07 2024

Amount : 308 750.

**CARLO P. DIVEDOR, CPA**

Signature over Printed Name