

# PURCHASE ORDER

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

<b>Supplier: MPST SCHOOL AND OFFICE SUPPLIES DEPOT</b>	<b>P.O. No.: 24-184</b> <b>Date: November 13, 2024</b>
<b>Address:</b> 2nd Floor Clinton Building, Lower Abad Santos Street, Zone 4, Koronadal City, South Cotabato	<b>PR No.: DSC-24-10-194</b>
<b>TIN No.:</b> 946-052-585-001	<b>Mode of Procurement:: Other Negotiated Procurement (50K or less)</b>

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

<b>Place of Delivery: Supply Office, Schools Division of South Cotabato</b>	<b>Delivery Term: Fifteen (15) Calendar day/s</b>
<b>Date of Delivery: Upon Receipt of NTP</b>	<b>Payment Term: 15 Calendar Days</b>

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	lot	<b>Supply and Delivery of Office Equipment for Commission on Audit, DepEd-Division of South</b>	1		<b>90,005.00</b>
	set	Modular Office Table with 4 partition (Partition with 4 fixed drawers)	1	36,150.00	<b>36,150.00</b>
	unit	Low back office chair	5	1,595.00	<b>7,975.00</b>
	unit	Office side cabinet (2x2 cabinet)	2	2,755.00	<b>5,510.00</b>
	unit	4 drawers with door pedestal office side cabinet	2	6,525.00	<b>13,050.00</b>
	unit	4 drawers steel cabinet	1	10,150.00	<b>10,150.00</b>
	unit	Office desk with shelves	2	5,850.00	<b>11,700.00</b>
	unit	Nimbus Office Desk	1	5,470.00	<b>5,470.00</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 90,005.00**

**(Total Amount in Words) Ninety Thousand 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, CESO V**  
 Schools Division Superintendent  
 Head of the Procuring Entity (HoPE)

Conforme: **MPST SCHOOL AND OFFICE SUPPLIES DEPOT**  
 Signature over Printed Name  
 Date: 12/15/24

*(Handwritten Signature)*  
 (Name) Antonio G. Genino

Fund Cluster: 107  
 Funds Available: 90,005.00  
**CARLO P. DIVEDOR, CPA**  
 Signature over Printed Name  
 Date: 12-4-24

ORS/BURS No. : 204-12-09055  
 Date of the ORS/BURS : 02 DEC 2024  
 Amount : 9005.00