

# PURCHASE ORDER

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

<b>Supplier: TRAXX CUSTOMIZED PRINTING SERVICES</b>	P.O. No.: <b>24-158</b> Date: <b>October 22, 2024</b>
Address: Brgy. GPS, Koronadal City	PR No.: <b>DSC-24-10-198</b>
TIN No.: 906-335-405-000	Mode of Procurement: <b>Other Negotiated Procurement (50K or less)</b>

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

Place of Delivery: <b>Supply Office, Schools Division of South Cotabato</b>	Delivery Term: <b>Three (3) Calendar day/s</b>
Date of Delivery: <b>After receipt of PO</b>	Payment Term: <b>15 Calendar Days</b>

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	lot	<b>Supply and Delivery of PLAQUE (Fiber Glass) for the IP Month Celebration (Kastifun Festival)</b>	1		<b>6,200.00</b>
	pc	Plaque, acrylic, 6 inches	10	620.00	<b>6,200.00</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 6,200.00**

**(Total Amount in Words) Six Thousand Two Hundred 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:

  
**ALVIN CLARA**

**TRAXX CUSTOMIZED PRINTING SERVICES**

Signature over Printed Name

10/28/2024

Date

**LEONARDO M. BALALA, CESO V**

Schools Division Superintendent  
Head of the Procuring Entity (HoPE)

Fund Cluster: 10

Funds Available: 6,200.00

  
**CARLO P. DIVEDOR, CPA**

Signature over Printed Name

10-28-24

ORS/BURS No. : 2024-10-016654

Date of the ORS/BURS : 24 OCT 2024

Amount : 6200.00