

PURCHASE ORDER

Department of Education - Schools Division of South Cotabato

Supplier: PEOPLE'S GENERAL MERCHANDISE	P.O. No.: 24-201
	Date: November 21, 2024
Address: Alunan Avenue, Zone IV, Koronadal City	PR No.: DSC-24-11-223
TIN No.: 000-104-076-876	Mode of Procurement: Other Shopping

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: Three (3) Calendar day/s
Date of Delivery: Upon Receipt of PO	Payment Term: 15 Calendar Days

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	lot	Supply and Delivery of Activity Materials for the conduct of Training for Special Needs Education Teachers on Braille Reading and Writing on December 5-7, 2024	1		4,238.00
	roll	Masking Tape	5	19.25	96.25
	pc	Pentel Pen, broad, black - HBW	10	14.75	147.50
	pc	Construction Paper, Legal, assorted -AVIA	3	31.25	93.75
	ream	Linen Paper, cream, A4 - WORX	1	1,250.00	1,250.00
	box	Bond Paper, A4-SMARTIST	1	1,080.00	1,080.00
	pc	Ballpen, Ordinary, black -HBW	35	4.50	157.50
	pc	Notebook, 80lvs, spring - CONSO	35	17.00	595.00
	ream	Oslo Paper	4	204.50	818.00

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

TOTAL: Php 4,238.00

(Total Amount in Words) Four Thousand Two Hundred Thirty-Eight 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)

Rosalie A. Ortacio
ROSALIE A. ORTACIO

PEOPLE'S GENERAL MERCHANDISE

Signature over Printed Name

12-5-2024

Date

Fund Cluster: 101
Funds Available: 9,238.00

ORS/BURS No. : 2024-12-08056
Date of the ORS/BURS : 02 DEC 2024
Amount : 4,238.

CARLO P. DIVEDOR, CPA

Signature over Printed Name

12-4-24