

# PURCHASE ORDER

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

<b>Supplier:</b> <b>MPST SCHOOL AND OFFICE SUPPLIES DEPOT</b>	<b>P.O. No.:</b> <b>24-226</b>
	<b>Date:</b> <b>December 4, 2024</b>
<b>Address:</b> 2nd Floor Clinton Building, Lower Abad Santos Street, Zone 4, Koronadal City, South Cotabato	<b>PR No.:</b> <b>DSC-24-11-245</b>
<b>TIN No.:</b> 946-052-585-001	<b>Mode of Procurement:</b> <b>Other Negotiated Procurement (Others above 50K)</b>

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

<b>Place of Delivery:</b> <b>Supply Office, Schools Division of South Cotabato</b>	<b>Delivery Term:</b> <b>Ten (10) Calendar day/s</b>
<b>Date of Delivery:</b> <b>Upon Receipt of NTP</b>	<b>Payment Term:</b> <b>15 Calendar Days</b>

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	lot	<b>Supply and Delivery of Office Supplies and Equipment for the printing and reproduction of ADM LMs and SLMs Schools</b>	1		<b>191,500.00</b>
	unit	PRINTER - EPSON L3210	10	10,864.00	<b>108,640.00</b>
	ream	BOND PAPER, A4 -	100	230.00	<b>23,000.00</b>
	set	EPSON INK - 003 ink bottle CYAN   003 ink bottle YELLOW   003 ink bottle MAGENTA   003 ink bottle BLACK	20	1,320.00	<b>26,400.00</b>
	ream	BOND PAPER, LEGAL	100	250.00	<b>25,000.00</b>
	ream	LINEN PAPER, A4	6	1,410.00	<b>8,460.00</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 191,500.00**

**(Total Amount in Words) One Hundred Ninety-One Thousand Five 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:

  
**RONALD**

**LEONARDO M. BALALA, CESO V**

Schools Division Superintendent  
Head of the Procuring Entity (HoPE)

**MPST SCHOOL AND OFFICE SUPPLIES DEPOT**

Signature over Printed Name

12-18-24

Date

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

ORS/BURS No. : 2024-12-08377  
Date of the ORS/BURS : 11 DEC 2024  
Amount : 191,500.00

**CARLO P. DIVEDOR, CPA**

Signature over Printed Name

12-17-24