

PURCHASE ORDER

Department of Education - Schools Division of South Cotabato

| | |
|---|---|
| Supplier: PEOPLE'S GENERAL MERCHANDISE | P.O. No.: 24-008 |
| | Date: January 24, 2024 |
| Address: Alunan Avenue, Zone IV, Koronadal City | PR No.: DSC-24-01-003 |
| TIN No.: 000-104-076-876 | Mode of Procurement: SHOPPING (SEC. 52(b) |

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: (Seven) 7 Calendar day/s |
| Date of Delivery: Upon Receipt of PO | Payment Term: (Fifteen) 15 Calendar day/s |

| Stock/Property No. | Unit | Description | Quantity | Unit Cost | Amount |
|--------------------|------|---|----------|-----------|------------------|
| 1 | lot | Supply and Delivery of Activity Materials for the conduct of 3-day Contingency Planning for basic Education. | 1 | | 31,092.00 |
| | roll | Duct Tape, 2 inches | 20 | 76.75 | 1,535.00 |
| | pc | Hard Drive, 1TB | 1 | 4,261.50 | 4,261.50 |
| | ream | Bond Paper, A4, Sub. 20 | 80 | 209.50 | 16,760.00 |
| | box | Staple Wire, Heavy Duty | 4 | 37.50 | 150.00 |
| | box | PVC Cover, A4, 200 microns, 100's | 10 | 625.00 | 6,250.00 |
| | pc | Whiteboard Marker, Black | 8 | 11.25 | 90.00 |
| | box | Linen Paper, A4, Salmon Pink | 2 | 1,022.75 | 2,045.50 |

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

TOTAL: Php 31,092.00

(Total Amount in Words) Thirty-One Thousand Ninety Two 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:

Rosalie A. Orfrecio
PEOPLE'S GENERAL MERCHANDISE

Signature over Printed Name

2-1-2024

Date

Fund Cluster: 101

Funds Available: 31,092.00

ORS/BURS No. : 2024-01-00302

Date of the ORS/BURS : JAN 26 2024

Amount : 31 092.00

CARLO P. DIVEDOR, CPA

Signature over Printed Name

30 JAN 2024