PURCHASE ORDER

Department of Education - Schools Division of South Cotabato

Supplier:	**PEOPLE'S GENERAL MERCHANDISE**	P.O. No.:	**24-045**
		Date:	**March 20, 2024**
Address:	Alunan Avenue, Zone IV, Koronadal City	PR No.:	**DSC-24-03-053**
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 3-Day Basic Incident Command System (BICS) Level 1 Training Course on May 29-31, 2024**	**1**		**7,525.25**
	box	PVC Cover, A4	1	568.25	**568.25**
	ream	Bond Paper, A4	3	236.25	**708.75**
	pc	Storage Box, Transparent, 155L	1	2,216.00	**2,216.00**
	pc	Certificate Holder, Plastic, A4	44	56.25	**2,475.00**
	pc	Duct Tape, 2 inches, Gray	4	77.25	**309.00**
	pc	Manila Paper	20	4.50	**90.00**
	pc	Permanent Marker, Black Broad	10	14.75	**147.50**
	pc	Permanent Marker, Red, Broad	10	37.50	**375.00**
	pc	Permanent Marker, Blue, Broad	10	14.75	**147.50**
	pc	Ruler, Steel, 60cm	5	56.75	**283.75**
	pc	Puncher, Heavy Duty, 3 Hole	1	204.50	**204.50**

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

TOTAL: Php 7,525.25

(Total Amount in Words) Seven Thousand Five Hundred Twenty-Five Pesos and Twenty Five Centavos

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. ORFRECIO

PEOPLE'S GENERAL MERCHANDISE
Signature over Printed Name

4-8-2024
Date

Fund Cluster: 101

Funds Available: 7,525.25

CARLO P. DIVEDOR, CPA
Signature over Printed Name

4-8-24

ORS/BURS No. : 2024-04-01739

Date of the ORS/BURS : APR 02 2024

Amount : 7,525.25