

# PURCHASE ORDER

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

<b>Supplier:</b> <b>PEOPLE'S GENERAL MERCHANDISE</b>	<b>P.O. No.:</b> <b>24-061</b> <b>Date:</b> <b>April 16, 2024</b>
<b>Address:</b> Alunan Avenue, Zone IV, Koronadal City	<b>PR No.:</b> <b>DSC-24-03-056</b>
<b>TIN No.:</b> 000-104-076-876	<b>Mode of Procurement:</b> <b>Other Shopping</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>Seven (7) Calendar day/s</b>
<b>Date of Delivery:</b> <b>Upon Receipt of PO</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 Activity Materials for the Conduct of 4-Day Development of Public Service Continuity Plan (PSCP) on June 18-21, 2024</b>	1		<b>22,323.50</b>
	box	PVC Cover, A4	1	568.25	568.25
	rms	Bond Paper, A4	11	236.25	2,598.75
	pc	Storage Box, Transparent, 155L	1	2,216.00	2,216.00
	pc	Certificate Holder, Plastic, A4	35	56.25	1,968.75
	pc	Duct Tape, 2 inches, Gray	8	77.25	618.00
	pc	Manila Paper	23	4.50	103.50
	unit	Printer, Print/Scan/Copy, Compact Integrated tank design, High Yield ink bottles, Spill-free, error-free refilling, wifi-direct, Borderless Printing	1	13,352.75	13,352.75
	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	37.50	375.00

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

**TOTAL: Php 22,323.50**

**(Total Amount in Words) Twenty-Two Thousand Three Hundred Twenty-Three Pesos and Fifty 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:

*Rosalie A. Orfrecio*  
**ROSALIE A. ORFRECIO**

**PEOPLE'S GENERAL MERCHANDISE**

**LEONARDO M. BALALA, CESO V**  
Schools Division Superintendent  
Head of the Procuring Entity (HoPE)

Signature over Printed Name

*5-6-2024*

Date

<b>Fund Cluster:</b> <u>101</u> <b>Funds Available:</b> <u>22,323.50</u>	<b>ORS/BURS No. :</b> <u>2024-04-02017</u> <b>Date of the ORS/BURS :</b> <u>APR 18 2024</u> <b>Amount :</b> <u>22,323.50</u>
 <b>CARLO P. DIVEDOR, CPA</b> Signature over Printed Name	