

# PURCHASE ORDER

## Department of Education - Schools Division of South Cotabato

Supplier: <b>CAMPUS ART SALES AND SERVICES</b>	P.O. No.: <b>24-040</b>
	Date: <b>March 7, 2024</b>
Address: NDMU Complex, Alunan Ave., Koronadal City	PR No.: <b>DSC-24-03-060</b>
TIN No.: 103-794-130-000	Mode of Procurement: <b>Other Negotiated Procurement (50K or less)</b>

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

Place of Delivery: <b>Supply Office, Schools Division of South Cotabato</b>	Delivery Term: <b>Seven (7) Calendar day/s</b>
Date of Delivery: <b>Upon Receipt of PO</b>	Payment Term: <b>15 Calendar Days</b>

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	lot	<b>Supply and Delivery of Tokens (Standing Collar Jacket w/ logo and Tumbler) for the conduct of 3-day Contingency Planning for Basic Education</b>	1		18,500.00
	pc	Standing Collar Jacket w/ Logo	10	1,000.00	10,000.00
		Sizes			
	pc	XS	2		
	pc	Small	3		
	pc	Medium	1		
	pc	Large	2		
	pc	X-Large	2		
	pc	Tumbler - Aqua Flask	10	850.00	8,500.00

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

**TOTAL: Php 18,500.00**

**(Total Amount in Words) Eighteen 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,

**LEONARDO M. BALALA, CESO V**

Schools Division Superintendent  
Head of the Procuring Entity (HoPE)

Conforme:

**AGNES A. VILLORENTE**

**CAMPUS ART SALES AND SERVICES**

Signature over Printed Name

4/1/24

Date

Fund Cluster: \_\_\_\_\_

Funds Available: \_\_\_\_\_

ORS/BURS No. : 204-03-01623

Date of the ORS/BURS : MAR 21 2024

Amount : 18,500.00

**CARLO P. DIVEDOR, CPA**

Signature over Printed Name