

PURCHASE ORDER

Department of Education - Schools Division of South Cotabato

Supplier: PEOPLE'S GENERAL MERCHANDISE	P.O. No.: 24-138
	Date: September 17, 2024
Address: Alunan Avenue, Zone IV, Koronadal City	PR No.: DSC-24-09-156
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: Seven (7) 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 Emergency Operation Center Training Course on October 23-25, 2024	1		8,328.25
	rms	Book Paper, A4, Sub.20	7	216.00	1,512.00
	pc	Plastic Certificate Holder, A4	45	56.25	2,531.25
	pc	Manila Paper	30	4.50	135.00
	pc	Permanent Marker, Black, broad	12	14.75	177.00
	pc	Whiteboard Marker, black	5	11.25	56.25
	pc	Permanent Marker, Blue, broad	12	14.75	177.00
	pack	Construction paper	1	272.75	272.75
	pack	Vellum Board paper, 200gsm, A4, 50 Sheets per pack	1	225.00	225.00
	roll	Masking Tape, 2 inches	7	38.75	271.25
	pack	PVC Cover, 200 microns (100's)	1	568.25	568.25
	pc	Steno 6in. x 9in. Notebook 60's Leaves	40	22.75	910.00
	pc	Gel Pen, blue, 0.3mm	50	26.25	1,312.50
	pc	Brown Envelope, long	40	4.50	180.00

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

TOTAL: Php 8,328.25

(Total Amount in Words) Eight Thousand Three Hundred Twenty-Eight 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)

PEOPLE'S GENERAL MERCHANDISE

Signature over Printed Name

Rosalie A. Orfrecio

Date

Fund Cluster: _____

Funds Available: _____

CARLO P. DIVEDOR, CPA

Signature over Printed Name

ORS/BURS No. : 2024-09-09261

Date of the ORS/BURS : 25 SEP 2024

Amount : 8,328.25