

# PURCHASE ORDER

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

Supplier: <b>PEOPLE'S GENERAL MERCHANDISE</b>	P.O. No.: <b>24-093</b>
	Date: <b>July 1, 2024</b>
Address: Alunan Avenue, Zone IV, Koronadal City	PR No.: <b>DSC-24-06-108</b>
TIN No.: 000-104-076-876	Mode of Procurement: <b>Other Shopping</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>Three (3) 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 Activity Materials for the conduct of Batang Empowered and Resilient Team Division Training of Trainers 2024 on July 16-18, 2024</b>	1		<b>21,565.00</b>
	pc	Assorted Cartolina, 10's	10	80.00	<b>800.00</b>
	pc	Masking Tap, 0.5 inch	20	9.75	<b>195.00</b>
	pc	Notebook, 50 leaves	70	17.00	<b>1,190.00</b>
	pc	Ballpen, blue	80	5.00	<b>400.00</b>
	pc	Pentelpen, blue, fine	70	14.75	<b>1,032.50</b>
	pc	Gel Pen, 0.3, blue	10	26.25	<b>262.50</b>
	pc	Manila Paper	50	4.50	<b>225.00</b>
	pc	Vellum Board, white, 180gsm, A4	30	34.00	<b>1,020.00</b>
	unit	External Hard drive, 2 TB	3	5,480.00	<b>16,440.00</b>

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

**TOTAL: Php 21,565.00**

**(Total Amount in Words) Twenty-One Thousand Five Hundred Sixty-Five 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,

Conforme:

**LEONARDO M. BALALA, CESO V**

Schools Division Superintendent  
Head of the Procuring Entity (HoPE)

**PEOPLE'S GENERAL MERCHANDISE**

Signature over Printed Name

7/22/24

Date

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

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

ORS/BURS No. : 2024-07-02804

Date of the ORS/BURS : JUL 04 2024

Amount : 21,565.

**CARLO P. DIVEDOR, CPA**

Signature over Printed Name