

PURCHASE ORDER

Department of Education - Schools Division of South Cotabato

Supplier: IT AVENUE GENERAL MERCHANDISE'	P.O. No.: 24-270
	Date: December 27, 2024
Address: Quezon Ave., Brgy. IX, Lucena City, Quezon	PR No.: DSC-24-12-303
TIN No.: 249-923-404-000	Mode of Procurement: Other Negotiated Procurement (50K or less)

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 Office Equipment and materials for the ALS Micro-Certification	1		36,970.00
	unit	Printer - Print, Scan, Copy, Fax with ADF, Compact integrated tank design, High Yield ink bottles, Spoill-free, error-free refilling, Wi-Fi, Wi-Fi Direct, Epson Connect, Seamless setup via Epson Smart Panel, Borderless printing up to 4R, Powere by Epson Heat-Free Technology	3	10,490.00	31,470.00
	box	Bond Paper, Sub. 20, 70gsm	5	1,100.00	5,500.00

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

TOTAL: Php 36,970.00

(Total Amount in Words) Thirty-Six Thousand Nine Hundred Seventy 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)

IT AVENUE GENERAL MERCHANDISE'

Signature over Printed Name

01-7-25

Date

Fund Cluster: 101

Funds Available: 74,970.00

ORS/BURS No. : 02-102101-2024-12-09451

Date of the ORS/BURS : 28 DEC 2024

Amount : 36,970

CARLO P. DIVEDOR, CPA

Signature over Printed Name

12-21-29