

PURCHASE ORDER

Department of Education - Schools Division of South Cotabato

Supplier: IT AVENUE GENERAL MERCHANDISE'	P.O. No.: 24-269
	Date: December 27, 2024
Address: Quezon Ave., Brgy. IX, Lucena City, Quezon	PR No.: DSC-24-12-306
TIN No.: 249-923-404-000	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: 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 Supplies for the provision of Office supplies to the identified Schools (Tupi NHS, Tupi CES, Sto. Nino NHS)	1		25,300.00
	box	Bond Paper, A4, Sub. 20, 70gsm	23	1,100.00	25,300.00

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

TOTAL: Php 25,300.00

(Total Amount in Words) Twenty-Five Thousand Three 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,

Conforme:

LEONARDO M. BALALA, CESO V

Schools Division Superintendent
Head of the Procuring Entity (HoPE)

IT AVENUE GENERAL MERCHANDISE'

Signature over Printed Name

01-07-25

Date

Fund Cluster: 107

Funds Available: 25,300.00

ORS/BURS No. : 02-102101-2024-12-09452

Date of the ORS/BURS : 28 DEC 2024

Amount : 25,300.00

CARLO P. DIVEDOR, CPA

Signature over Printed Name

12-21-20