Supply

PURCHASE ORDER

Department of Education
SCHOOLS DIVISION OF DIGOS CITY
Agency / Procuring Entity

Supplier	PRINCE EDUCATIONAL SUPPLY	P.R. No.	25-02-023
Address	132 Bolton St., Davao City	P.O. No.	25 [illegible] 1045
Contact No.	226-3617 (Telefax) / 300-3161 / 0918 900 3363	Date	March 26, 2025
TIN	178-136-566-006	Mode of Procurement	Small Value Procurement

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

Place of Delivery	DEPED DIGOS CITY DIVISION COR. ROXAS & LOPEZ JAENA STS., DIGOS CITY
Date of Delivery	Within 15 calendar days upon receipt of PO.
Payment Term	WITHIN 30 DAYS

ITEM NO.	UNIT	DESCRIPTION	QTY	UNIT COST	AMOUNT
Lot 4		Procurement and Delivery of:			
		Division Office Quarter 1 Furniture and Fixtures & Office Equipment			
	unit	Steel filing cabinet, wardrobe steel cabinet	1	11,950.00	11,950.00
	unit	Office chair	4	3,450.00	13,800.00
	unit	Office chair, ergonomic, gray	5	3,450.00	17,250.00
	unit	Office table, laminated, dimension: W120cm X D60cm X H75cm	6	5,990.00	35,940.00
	unit	Office table, with drawers, standard size		4,995.00	4,995.00
	unit	Executive chair, swivel	2	5,950.00	11,900.00
	unit	Water dispenser, bottom load	1	10,950.00	10,950.00
	unit	Air conditioning unit, window type, inverter, 0.75HP	2	29,995.00	59,990.00
	unit	Refrigerator, domestic, 6 cu. Ft., 1-door	1	15,550.00	15,550.00
		SUBJECT TO WITHHOLDING TAX			
Total Amount in words:		One Hundred Eighty Two Thousand Three Hundred Twenty Five Pesos Only.		TOTAL	₱182,325.00

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one (1) percent for every day of delay shall be imposed.

Very truly yours,

MELANIE P. ESTACIO, PhD, CESO VI
Schools Division Superintendent

Conforme:

Milerra Sy
Signature over printed name of Supplier

04/14/25
Date

Funds Available:	ORS No. 390
MA. FLORINEL GALLARDO, CPA Accountant III	Amount: 182,325

COMMISSION ON AUDIT
RECEIVED
BY:
DATE: 22 APR 2025
TIME: 9:16