PURCHASE ORDER

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

Supplier	**OFFICE-X VARIETY STORE**	P.R. No.:	**25-10-143**
Address	**Embodo Compund, Rozas Extension, Digos City**	P.O. No.:	**25-11-0192**
Contact No.		Date:	**November 5, 2025**
TIN		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 1	unit	Supply and Delivery of Printer for the Division Office Printer, with minimum technical specifications: Monochrome, Multi function ink tank printer, Print speed of up to 25.0 ipm (simplex) and 21.0 ipm (duplex), Prints up to A3+ (for simplex), Automatic duplex printing of up to A3 size, Ultra-high page yield of 7,500 pages on 127 ml pigmint black ink, Connectivity: Wi-Fi, Wi-Fi Direct, Ethernet, Copy speed: ISO 29183, A4 (black), Flatbed: Simplex: Up to 23 ipm, Print direction: Bi-directional printing, Automatic 2-sided printing up to A3, and Consumable ink readily available in market	2	47500	**95,000.00**
		SUBJECT TO WITHHOLDING TAX	**GRAND TOTAL**		**₱95,000.00**
Total Amount in words:	***Ninety Five Thousand Pesos Only.***				

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:

SHEILA G. SORIANO
Signature over printed name of Supplier 11.17.2025

Date

Funds Available 11/4/25 **MA. FLORINEL GALLARDO, CPA** Accountant III	ORS No.: Amount:

COMMISSION ON AUDIT
RECEIVED
BY:
DATE: 18 NOV 2025
TIME: 9:27