



DEPARTMENT OF EDUCATION  
Region V  
Division of Camarines Sur  
San Jose, Pili, Camarines Sur  
Fax No.: 871-33-42



**PURCHASE ORDER**

Supplier: NEED INK SALES & SERVICES  
Address: J Miranda Avenue, Corner Leon S Aureus, Concepcion Pequeña, Naga City  
TIN:

P.O. No: 2018-09-078  
Date: **SEP 06 2018**  
Mode of Procurement:  
Shopping under Section 52.1(b)

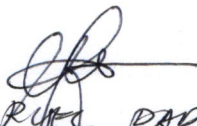
Gentlemen:

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

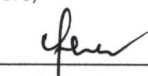
| Place of Delivery: DepED, Division of Camarines Sur, San Jose, Pili, Camarines Sur |      |  |          | Delivery Term: 7 DAYS |           |
|--|------|--|----------|-----------------------|-----------|
| Date of Delivery:  |      |  |          | Payment Term: 15 DAYS |           |
| Stock/<br>Property No.   | Unit | Description  | Quantity | Unit Cost             | Amount    |
|  |      | SUPPLY AND DELIVERY OF TONER CARTRIDGE WITH FREE USE OF PRINTER FOR SUPPLY SECTION, BUDGET SECTION & CASHIER SECTION |          |                       |           |
|  | cart | Toner Cartridge, Q2612A, black with free use of printer for every 3 cartridge of toner.                              | 22       | 2,480.00              | 54,560.00 |
|  |      | Supply Section: 10 Cart  |          |                       |           |
|  |      | Budget Section: 6 Cart   |          |                       |           |
|  |      | Cashier Section: 6 Cart  |          |                       |           |
|  |      | TOTAL  |          |                       | 54,560.00 |
| (Total Amount in Words)  |      |  |          |                       |           |
| FIFTY-FOUR THOUSAND FIVE HUNDRED SIXTY PESOS ONLY***                               |      |  |          |                       |           |

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

Conforme:

  
MARK RUFF PADUA  
Signature over Printed Name of Supplier  
**SEP 06 2018**  
Date

Very truly yours,

  
CECILLE BERNADETTE P. RIVERA, CESO V  
Authorized Official  
Schools Division Superintendent  
Designation

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

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

ORS/BURS NO: \_\_\_\_\_

Date of the ORS/BURS: \_\_\_\_\_

AMOUNT: \_\_\_\_\_

  
GERLIE V. CAÑAS  
Division Accountant