



DEPARTMENT OF EDUCATION  
REGION V  
DIVISION OF CAMARINES SUR  
SAN JOSE PILI, CAMARINES SUR  
FAX No. : 871-3342



## PURCHASE ORDER

Supplier: **NEED INK SALES AND SERVICES**

Address: **Concepcion Pequeña, Naga City**

TIN:

Gentlemen:

P.O. No: 2018-11-121

Date: **DEC 11 2018**

Mode of Procurement:

Shopping (Under 52.1 b).

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/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
		<b>SUPPLY AND DELIVERY OF TONER FOR CANON PRINTER WITH FREE USE OF PRINTER, GENUINE FOR BUDGET OFFICE</b>			
	tube	Toner for canon printer with free use of printer, genuine	5	2,480.00	12,400.00
<b>TOTAL</b>					<b>P 12,400.00</b>
(Total Amount in Words)					
<b>TWELVE THOUSAND FOUR HUNDRED PESOS ONLY ***</b>					

Note: 1) 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:

**JOHN FEDERICO C. GARCIA**

Signature over Printed Name of Supplier

**DEC 11 2018**

Date

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

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

**GERLIE V. CAÑAS**

Division Accountant

Very truly yours,

**CECILLE BERNADETTE P. RIVERA, CESO V**

Authorized Official

Schools Division Superintendent

Designation

ORS/BURS NO: 18-12-06449

Date of the ORS/BURS: 12-3-18

AMOUNT: 12,400.00