



Republic of the Philippines
Department of Education
Region VI - Western Visayas
SCHOOLS DIVISION OF SAGAY CITY

PURCHASE ORDER

Supplier :	NEED INK SALES & SERVICES	P.O. No. :	25-01-011
Address :	BACOLOD CITY	Date :	February 4, 2025
TIN :		Mode of Procurement :	SMALL VALUE

Gentlemen:

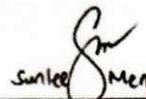
Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery :	DepEd Schools Division of Sagay	Delivery Term	SEVEN (7) CALENDAR DAYS UPON RECEIPT OF PO		
Date of Delivery :	February 6, 2025	Payment Term	THIRTY (30) CALENDAR DAYS UPON DELIVERY COMPLETION		
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	Units	HP 335X High Yield Black Original Laser Jet Toner Cartridge	3	3180.00	9540.00

(Total Amount in Words)	Nine Thousand Five Hundred Forty Pesos	₱9,540.00
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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 on the undelivered item/s.

Conforme:


 Sunlee Mengillo
 Signature over Printed Name of Supplier
 02-06-2025
 Date

Very truly yours,


DANNIE CLARK M. UGUIL, CESE
 OIC-Schools Division Superintendent
 Head of Procuring Entity

Fund Cluster : _____
 Funds Available : _____

JOSIE R. REBUSQUILLO
 Accountant III

ORS/BURS No. : _____
 Date of the ORS/BURS: _____
 Amount : _____