



Republic of the Philippines
 Department of Education
 Region X – Northern Mindanao
DIVISION OF OZAMIZ CITY
 IBJT Compound Carangan, Ozamiz City
 Tel. No. (088) 545-0988; Fax No. (088) 545-0990



PURCHASE ORDER

Supplier:	GEMMS ENTERPRISES ✓	P.O. NO.:	2025-02-0001
Address:	Ozamiz City	Date :	FEB. 3, 2025
TIN :	196-548-896-000	Mode of	NP - Small Value
Tel No./CP No. :		Procurement :	Procurement

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

Place of Delivery:	MANINGCOL CENTRAL SCHOOL	Delivery Term:	free delivery
Date of Delivery:	__5__ calendar days after receipt of PO by the supplier	Payment Term:	30 Days

Item No.	Quantity	Unit	Description	Unit Cost	Amount
1	2	units	EPSON PRINTER 3210	10,200.00	20,400.00
2	60	botl	INK ORIGINAL EPSON, 003, Black	275.00	16,500.00
3	60	botl	INK ORIGINAL EPSON, 003, Cyan	275.00	16,500.00
4	60	botl	INK ORIGINAL EPSON, 003, Magenta	275.00	16,500.00
5	60	botl	INK ORIGINAL EPSON, 003, Yellow	275.00	16,500.00
nothing follows				Php	86,400.00
TOTAL AMOUNT			EIGHTY SIX THOUSAND FOUR HUNDRED 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 percent for every day of delay shall be imposed on the undelivered item/s.

Conforme:

GEMMS ENTERPRISES

Signature over Printed Name of Supplier

Date 2-4-2025

Very truly yours,

MARJORIE A. SAGARIO

School Head

Fund Cluster :	MOOE	ORS/BURS No. :	
Funds Available :	86,400.00	Date of the ORS/BURS	
		Amount :	