

**SCHOOLS DIVISION OF DIGOS CITY**  
Agency / Procuring Entity

|                                                                                                                                                                                                                                                                                         |                                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Supplier:</b> S&D MIND TOOLS, INC.<br><b>Address:</b> Five Star Building, DIMSF Road, Bajada, Davao City<br><b>Contact No.:</b> <span style="background-color: red; color: red;">XXXXXXXXXX</span><br><b>TIN:</b> <span style="background-color: red; color: red;">XXXXXXXXXX</span> | <b>PR No.:</b> 28-09-121<br><b>P.O. No.:</b> 25-11-0193<br><b>Date:</b> November 5, 2025<br><b>Mode of Procurement:</b> 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 10             |       | Supply and Delivery of Supplementary Learning Resources for Public School Library                                                                                    |     |           |                   |
|                    | piece | High School 5 Core Subject Study Guide (Everything You Need) - 5 Volumes<br>Biology, Geometry, Pre-Algebra & Algebra, Chemistry, Computer Science & Coding - JHS/SHS | 1   | 17,500.00 | 17,500.00         |
|                    | piece | Middle School Core Subject Study Guide (Everything You Need) - 5 Volumes<br>English, Science, Math, World History, Math Workbook - JHS/SHS                           | 1   | 17,500.00 | 17,500.00         |
|                    | piece | Dikasyonaryong Trayingguwal - JHS/SHS                                                                                                                                | 1   | 3,500.00  | 3,500.00          |
|                    | piece | Kalipunan Ng Mga Dulang Akda Ng Mga Mindanawon - JHS/SHS                                                                                                             | 1   | 2,950.00  | 2,950.00          |
|                    | piece | Guinness World Records 2025 - JHS/SHS                                                                                                                                | 1   | 5,250.00  | 5,250.00          |
|                    | piece | World Almanac And Book Of Facts 2024 - JHS/SHS                                                                                                                       | 1   | 3,950.00  | 3,950.00          |
|                    | piece | Critical Thinking Skills For Dummies - JHS/SHS                                                                                                                       | 1   | 4,900.00  | 4,900.00          |
|                    | piece | Modern Etiquette For Dummies - JHS/SHS                                                                                                                               | 1   | 7,950.00  | 7,950.00          |
|                    | piece | Ripley's Believe It Or Not! - JHS/SHS                                                                                                                                | 1   | 5,500.00  | 5,500.00          |
| <b>GRAND TOTAL</b> |       |                                                                                                                                                                      |     |           | <b>P69,000.00</b> |

**Total Amount in words:** Sixty Nine 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,

Conforme:

**JONAFE P. NATINO**

Signature over printed name of Supplier  
November 11, 2025

Date

**MELANIE P. ESTACIO, PhD, CESO VI**  
Schools Division Superintendent

Is Available

**MA. FLORINE L. GALLARDO, CPA**  
Accountant III  
4/6/25

ORS No.

Amount

1834

69,000

