

PURCHASE ORDER
DEPED, DIVISION OF OZAMIZ CITY

Supplier : KEEDEE OFFICE SUPPLIES TRADING		P.O. No. : 2023-02-004			
Address : OZAMIZ CITY		Date : 02-23-2023			
TIN : 306-794-052-00001		Mode of Procurement : SHOPPING			
Gentlemen:					
Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery : Montol National High School - SHS		Delivery Term : DELIVER			
Date of Delivery : 02-23-2023		Payment Term : CHECK			
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	gallon	ALCOHOL, Ethyl, 1 Gallon - CASINO	5	510.00	2,550.00
2	piece	SIGN PEN, Black, liquid or gel- MYGEL	10	24.00	240.00
3	pack	BATTERY, dry cell, size AA, Two(2)pcs per blister pack - KING EVER	5	24.00	120.00
4	piece	BROOM, Soft (Walis Tambo)	10	110.00	1,100.00
5	piece	CLEANER, Toilet Bowl and Urinal, 250mL - GREENEX	5	45.00	225.00
6	piece	DUST PAN, rigid non-breakable plastic	3	75.00	225.00
7	can	FLOOR WAX, paste type, red, 450g - STARWAX	10	145.00	1,450.00
8	bottle	LIQUID HAND SOAP, 500mL- KLEEN-IT	5	85.00	425.00
9	piece	MOPHANDLE, heavy duty	1	295.00	295.00
10	box	FACE MASK, 3 ply, fifty (50) pieces per box	20	50.00	1,000.00
11	jar	GLUE, all-purpose, 200 grams - ELMER'S	5	53.00	265.00
12	roll	TAPE, electrical	10	15.00	150.00
13	roll	TAPE, masking, 24mm	10	22.00	220.00
14	roll	TAPE, masking, 48 mm	10	38.00	380.00
15	roll	TAPE, packaging, 48 mm	10	29.00	290.00
16	roll	TAPE, transparent, 24mm	10	27.00	270.00
17	roll	TAPE, transparent, 48 mm	10	29.00	290.00
18	piece	CORRECTION TAPE, 8 meters- B & E	15	24.00	360.00
19	ream	PAPER, MULTIPURPOSE A4, 500 sheets per ream - IK-ONE	15	195.00	2,925.00
20	ream	PAPER, MULTIPURPOSE LEGAL, 500 sheets per ream	10	230.00	2,300.00
21	book	RECORD BOOK, 300 PAGES	10	84.00	840.00
22	book	RECORD BOOK, 500 PAGES	3	106.00	318.00
23	pack	TISSUE, INTERFOLDED PAPER TOWEL, 150 pulls per pack	2	60.00	120.00
24	piece	Certificate Holder, Plastic A4	20	43.00	860.00
25	piece	Folder Sliding, Colored Thick, LONG - Regular Type	20	9.00	180.00
26	piece	Folder White, Legal	30	6.50	195.00
27	pack	Glitter Paper - EVA FOAM TYPE 5/PACK	10	78.00	780.00
28	unit	Glue Gun Heavy Duty Small	3	160.00	480.00
29	piece	Glue Stick (Small Diameter)	50	5.00	250.00

30	bottle	Liquid Hand Soap, Foaming min.225ml, antibacterial - KLEEN IT	5	85.00	425.00
31	gallon	Paint Enamel - BOYSEN	1	900.00	900.00
32	gallon	Paint Latex - BOYSEN	1	900.00	900.00
33	piece	Pencil No. 2 - DELI	30	6.00	180.00
34	pack	Photopaper Glossy 270gsm RC A4 20 sheets Inkjek (KODAK) - 210gsm	15	110.00	1,650.00
35	pad	Pins (pokpok)	20	11.00	220.00
36	piece	Plastic Envelope, Long	30	13.00	390.00
37	roll	Ribbon, Cloth Satin 2"	2	260.00	520.00
38	roll	Ribbon, Cloth Satin 3"	1	300.00	300.00
39	unit	Speaker, Bluetooth, Portable with Microphone - SKYWALKER 12" DB AUDIO	1	6,850.00	6,850.00
40	pack	Specialty Paper, 90gsm, A4 - WORX	20	25.00	500.00
41	pack	Sticker Paper Glossy A4 10's/pack- QUAFF	10	90.00	900.00
42	unit	Television 42", Smart Flat TV Full HD, Branded - SHARP 43" SMART TV	2	18,850.00	37,700.00
43	box	Thumbtacks	20	12.00	240.00
44	unit	Welding Machine, Portable, Inverter, 300A, Branded - KAWASAKI	2	7,995.00	15,990.00
45	unit	Welding Mask, Automatic - INGCO	5	1,400.00	7,000.00
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				Total Amount:	93,768.00

(Total Amount in Words)

Ninety Three Thousand Seven Hundred Sixty Eight Pesos and No Cents

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:

Rosalie A. Kew
 Signature over Printed Name of Supplier
2-23-23
 Date

Very truly yours,

Charyljoy C. Navarez
 Signature over Printed Name of Authorized Official
School Principal 1
 Designation

Fund Cluster :

Funds Available :

 Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit

ORS/BURS No. :

Date of the ORS/BURS:

Amount :