

PURCHASE ORDER
DEPED, DIVISION OF OZAMIZ CITY

Supplier : KEEDEE OFFICE SUPPLIES TRADING	P.O. No. : 2023-04-009
Address : OZAMIZ CITY	Date : April 17, 2023
TIN : 306-794-052-0000	Mode of Procurement : SVP ✓

Gentlemen:

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

Place of Delivery : <u>Felipe Carreon Central School</u>	Delivery Term : <u>Free Delivery</u>
Date of Delivery : <u>3-5 calendar days after receipt of PO by the supplier</u>	Payment Term : <u>COD</u>

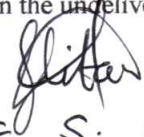
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	ream	PAPER, MULTICOPY A4, 500 sheets per ream	50	195.00	9,750.00
3	box	PAPER, parchment, 100 sheets per box	5	400.00	2,000.00
4	pc	Correction Tape	10	24.00	240.00
5	pc	High Lighter	6	24.00	144.00
6	pc	Folder Long	50	6.50	325.00
7	pc	Folder, A4	50	10.00	500.00
8	book	Record Book, 300 pages	5	86.00	430.00
9	ream	PVC card sheet	1	1,450.00	1,450.00
10	pc	Pentel Pen, black, fine (branded)	3	45.00	135.00
11	bottle	Pentel Pen, ink refill (branded)	1	90.00	90.00
12	bottle	Ink Original Epson, 003 Black	30	295.00	8,850.00
13	bottle	Ink Original Epson, 003 Cyan	10	295.00	2,950.00
14	bottle	Ink Original Epson, 003 Magenta	10	295.00	2,950.00
15	bottle	Ink Original Epson, 003 Yellow	20	295.00	5,900.00
16	piece	Medal DepED Small (Gold, Silver, Bronze)	100	40.00	4,000.00
17	pack	Oslo Paper	50	220.00	11,000.00
18	roll	Ribbon, Cloth Satin 1"	2	115.00	230.00
19	pack	Specialty Paper, 200gsm, Long	10	42.00	420.00
		Nothing Follows			-
				Total Amount:	51,364.00

(Total Amount in Words)

Fifty-One Thousand Three Hundred Sixty-Four pesos only.

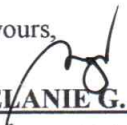
In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.

Conforme:


JERMAINE S. LIBOR
Signature over Printed Name of Supplier

Date

Very truly yours,


MELANIE G. LAGUS
Signature over Printed Name of
Authorized Official
-SCHOOL HEAD
Designation

Fund Cluster :

Funds Available :

ORS/BURS No. :

Date of the ORS/BURS:

Amount :

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