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.:**	2023-02-0007
Address:	OZAMIZ CITY	**Date :**	February 16, 2023
TIN :	000-196-548-896	**Mode of Procurement :**	Shopping
Tel No./CP No. :			

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

Place of Delivery:	Tabid NHS	Delivery Term:	
Date of Delivery:	_____calendar days after receipt of PO by the supplier	Payment Term:	

Item No.	Quantity	Unit	Description	Unit Cost	Amount
0					-
1	12	piece	SIGN PEN, Black, liquid or gel	20.00	240.00
2	20	piece	DETERGENT BAR, 140g as packed	12.00	240.00
3	5	piece	LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts	270.00	1,350.00
4	3	box	STAPLE WIRE, standard	38.00	114.00
5	10	box	PAPER CLIP, vinly/plastic coated, 33mm	10.00	100.00
6	10	box	PAPER CLIP, vinly/plastic coated, jumbo, 50mm	18.00	180.00
7	5	bottles	Dishwashing Liquid, min. 250ml	40.00	200.00
8	300	piece	Folder White, Legal	6.00	1,800.00
9	100	pad	Pins (pokpok)	10.00	1,000.00
10	10	piece	Plastic Envelope, Expandable with handle, Long size	80.00	800.00
11	100	piece	Plastic Envelope, Long	8.00	800.00
12	2	unit	PRINTER Eco Tank All-in-One Ink Tank (print,scan,copy), No wifi	9,900.00	19,800.00
13	5	unit	Water Dispenser, Hot and Cold, Table Top, Branded	2,090.00	10,450.00
					-
					-
			*** Nothing Follows ***		-
Total Amount			***THIRTY SEVEN THOUSAND SEVENTY FOUR PESOS ONLY***	Php	**37,074.00**

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

Very truly yours,

ESTER P. VIERNES
School Head

Fund Cluster : FLO	ORS/BURS No. :
Funds Available :	Date of the ORS/BURS
	Amount :