

PURCHASE ORDER
DEPED, DIVISION OF OZAMIZ CITY

Supplier : QUEEN AIRETECH INDUSTRIAL SERVICES & TRADING	P.O. No. : <u>2023/11-0001</u>				
Address : DIPOLOG CITY	Date : <u>11/14/23</u>				
TIN : 269-808- 221-000	Mode of Procurement : <u>Shopping</u>				
Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery : <u>Andrea A. Costonera ES</u>	Delivery Term : <u>4/14/10</u>				
Date of Delivery : <u>11/15/23 - 11/22/23</u>	Payment Term : <u>COB</u>				
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	ream	PAPER, MULTICOPY A4, 500 sheets PER REAM	95	188.00	17,860.00
2	ream	PAPER, MULTICOPY LEGAL, 500 sheets PER REAM	15	220.00	3,300.00
3	BOT	INK ORIGINAL EPSON 003 BLACK	30	275.00	8,250.00
4	BOT	INK ORIGINAL EPSON 003 CYAN	30	270.000	8,100.00
5	BOT	INK ORIGINAL EPSON 003 MAGENTA	30	270.00	8,100.00
6	BOT	INK ORIGINAL EPSON 003 YELLOW	30	270.00	8,100.00
7	PCS	Permanent marker/Pentil Pen, Refilable, broad Tip black.	15	35.00	525.00
8	PCS	TAPE, Transparent/Scotch Tape / Plastic 3	20	75.00	1,500.00
9	PCS	BALL PEN BLACK	40	6.00	240.00
					55,975.00
				Total Amount:	
(Total Amount in Words)	FIFTY FIVE THOUSAND NINE HUNDRED SEVENTY FIVE 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:			Very truly yours,		
<u>Donna Ella Pango</u>			<u>CLARINDA S. SIMBLANTE</u>		
Signature over Printed Name of Supplier			Signature over Printed Name of		
<u>11-15-23</u>			Authorized Official		
Date			<u>SCHOOL HEAD</u>		
			Designation		
Fund Cluster :			ORS/BURS No. :		
Funds Available :			Date of the ORS/BURS:		
			Amount :		
Signature over Printed Name of Chief Accountant/Head of Accounting					
Division/Unit					