



Republic of the Philippines  
 Department of Education  
 Region X – Northern Mindanao  
**DIVISION OF OZAMIZ CITY**  
 IBUT Compound Carangan, Ozamiz City  
 Tel. No. (088) 545-0988; Fax No. (088) 545-0990



**PURCHASE ORDER**

|                  |  |                       |                   |
|------------------|--|-----------------------|-------------------|
| Supplier:        | KEEDEE OFFICE SUPPLIES TRADING               | P.O. NO.:             | 2023-02-0002      |
| Address:         | JAMISOLA EXT. STA. LUCIA DIST. PAGADIAN CITY | Date :                | February 15, 2023 |
| TIN :            | 306-794-052-000                              | Mode of Procurement : | Shopping          |
| Tel No./CP No. : | 9173112213                                   |                       |                   |

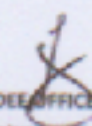
Please furnish this Office the following articles subject to the terms and conditions contained herein:

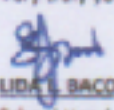
|                    |   |                |                     |
|--------------------|---|----------------|---------------------|
| Place of Delivery: | DIEGO TUASTOMBAN ES   | Delivery Term: | Free Delivery       |
| Date of Delivery:  | 2-28-2023 calendar days after receipt of PO by the supplier | Payment Term:  | on receipt delivery |

| Item No.                | Quantity | Unit   | Description   | Unit Cost | Amount   |
|-------------------------|----------|--------|---|-----------|----------|
| 0                       |          |        |   |           |          |
| 1                       | 8        | gallon | ALCOHOL, Ethyl, 1 Gallon  | 400.00    | 3,200.00 |
| 2                       | 8        | piece  | BROOM, Soft (Walis Tambo)   | 100.00    | 800.00   |
| 3                       | 16       | roll   | TAPE, transparent, 48 mm  | 29.00     | 464.00   |
| 4                       | 16       | piece  | CORRECTION TAPE, 8 meters   | 24.00     | 384.00   |
| 5                       | 8        | box    | PAPER CLIP, vinyl/plastic coated, jumbo, 50mm                         | 24.00     | 192.00   |
| 6                       | 8        | piece  | STAPLER, standard type  | 115.00    | 920.00   |
| 7                       | 1        | box    | PAPER, parchment, 100 sheets per box                                  | 400.00    | 400.00   |
| 8                       | 2        | pack   | TOILET TISSUE PAPER, 2 ply, 12 rolls in a pack                        | 125.00    | 250.00   |
| 9                       | 4        | piece  | Brush for Toilet Bowl with container stand, Heavy Duty                | 135.00    | 540.00   |
| 9                       | 50       | piece  | Cartolina, Colored  | 7.00      | 350.00   |
| 10                      | 25       | piece  | Cartolina, White  | 7.00      | 175.00   |
| 11                      | 20       | meter  | Cloth, Colored  | 56.00     | 1,120.00 |
| 12                      | 200      | piece  | Envelope, Brown short   | 2.70      | 540.00   |
| 13                      | 2        | piece  | Extension Wire 5meters, 4gang   | 350.00    | 700.00   |
| 15                      | 1        | box    | Gun Tacker Wire   | 41.00     | 41.00    |
| 16                      | 10       | bottle | Ink Original Epson, 003 Black   | 295.00    | 2,950.00 |
| 17                      | 5        | bottle | Ink Original Epson, 003 Cyan  | 295.00    | 1,475.00 |
| 18                      | 5        | bottle | Ink Original Epson, 003 Magenta                                       | 295.00    | 1,475.00 |
| 19                      | 5        | bottle | Ink Original Epson, 003 Yellow  | 295.00    | 1,475.00 |
| 20                      | 50       | piece  | Medal DepED Medium (Gold, Silver, Bronze)                             | 40.00     | 2,000.00 |
| 21                      | 1        | pack   | Oslo Paper  | 210.00    | 210.00   |
| 22                      | 8        | box    | Paper Fastener Coated (Plastic) Permanent/Permanent Ink Refill, Black | 40.00     | 320.00   |
| 23                      | 8        | bottle | Black   | 90.00     | 720.00   |
| 24                      | 1        | roll   | Plastic Cellophane cover #4   | 1,775.00  | 1,775.00 |
| 25                      | 20       | pack   | Specillary Board (Long)   | 42.00     | 840.00   |
| 26                      | 7        | piece  | USB Flash Drive 3.0, 32GB   | 370.00    | 2,590.00 |
| *** Nothing Follows *** |          |        |   |           |          |

|              |  |     |           |
|--------------|--|-----|-----------|
| Total Amount | TWENTY FIVE THOUSAND NINE HUNDRED SIX PESOS ONLY | Php | 25,906.00 |
|--------------|--|-----|-----------|

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:  
  
 KEEDEE OFFICE SUPPLIES TRADING  
 Signature over Printed Name of Supplier  
 2-28-2023  
 Date

Very truly yours,  
  
 LIDA L. BACD  
 School Head

|                   |      |                      |  |
|-------------------|------|----------------------|--|
| Fund Cluster :    | mooc | ORS/BURS No. :       |  |
| Funds Available : |      | Date of the ORS/BURS |  |
|                   |      | Amount :             |  |