



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:	CROWN PAPER & STATIONERIES SUPPLY	P.O. NO.:	2023-02-0007
Address:	Ozamiz City	Date:	02/16/2023
TIN:	184-723-355-001	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:	GREGORIO A.SAQUIN ES	Delivery Term:	Free Delivery
Date of Delivery:	2-21-2023 calendar days after receipt of PO by the supplier	Payment Term:	Check upon delivery

Item No.	Quantity	Unit	Description	Unit Cost	Amount
1	16	jar	GLUE, all-purpose, 200 grams	25.00	400.00
2	19	roll	TAPE, transparent, 48 mm	20.00	380.00
3	8	piece	CUTTER/UTILITY KNIFE, for general purpose	12.95	103.60
4	10	piece	DATA FILE BOX	140.00	1,400.00
5	2	piece	PUNCHER, paper, heavy duty	120.00	240.00
6	7	piece	TAPE DISPENSER, table top	130.00	910.00
7	7	book	RECORD BOOK, 300 PAGES	75.00	525.00
8	16	piece	Ballpen Black	7.00	112.00
9	16	piece	Ballpen, Red	5.50	88.00
10	200	piece	Envelope, Brown A4	2.50	500.00
11	60	piece	Envelope, Brown Long	2.75	165.00
12	60	piece	Envelope, Brown short	2.50	150.00
13	66	piece	Glue Stick (Small Diameter)	3.50	231.00
14	1	piece	Gun Tacker, Heavy Duty	495.00	495.00
15	120	piece	Manila Paper	4.50	540.00
16	1	piece	Paper Cutter, Knife type	12.95	12.95
17	1	box	Paper Fastener Coated (Plastic)	35.00	35.00
18	13	piece	Permanent marker/Pentil Pen, Refillable, Broad Tip, Black	42.00	546.00
19	5	piece	Permanent marker/Pentil Pen, Refillable, Fine Tip, Black	42.00	210.00
20	5	piece	Permanent marker/Pentil Pen, Refillable, Fine Tip, Red	42.00	210.00
21	9	box	Thumbtacks	8.50	76.50
22	1	piece	Whistles, FOX FORTE	275.00	275.00

*** Nothing Follows ***

Total Amount	SEVEN THOUSAND SIX HUNDRED FIVE PESOS AND 05/100 ONLY	Php	7,605.05
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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:

CROWN PAPER & STATIONERIES SUPPLY
 Signature over Printed Name of Supplier
 2-21-2023
 Date

Very truly yours,

 HENRY Q. ABARCO
 School Head

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