



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**

<b>Supplier:</b>	KEEDEE OFFICE SUPPLIES TRADING	<b>P.O. NO.:</b>	2023-02-0005
<b>Address:</b>	JAMISOLA EXT. STA. LUCIA DIST. PAGADIAN CITY	<b>Date :</b>	February 16, 2023
<b>TIN :</b>	306-794-052-000	<b>Mode of Procurement :</b>	Shopping
<b>Tel No./CP No. :</b>	9173112213		

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

<b>Place of Delivery:</b>	GREGORIO A. SAQUIN ES	<b>Delivery Term:</b>	Free Delivery
<b>Date of Delivery:</b>	2-22-23 calendar days after receipt of PO by the supplier	<b>Payment Term:</b>	Check upon delivery

Item No.	Quantity	Unit	Description	Unit Cost	Amount
0					
1	16	piece	CLEARBOOK, 20 transparent pockets, legal	42.00	672.00
2	16	piece	BROOM, Soft (Walis Tambo)	100.00	1,600.00
3	16	piece	BROOM, Stick (Walis Ting-ting)	45.00	720.00
4	8	bottles	CLEANER, Toilet Bowl and Urinal, 900mL - 1000mL	85.00	680.00
5	8	pouch	DETERGENT POWDER, all purpose, 1kg	75.00	600.00
6	16	bundle	RAGS, all cotton, 1 kilo per bundle	50.00	800.00
7	5	piece	INK, for stamp pad, 50mL	19.00	95.00
8	15	box	CHALK, white enamel, 100 pieces per box	63.00	945.00
9	8	piece	CORRECTION TAPE, 8 meters	24.00	192.00
10	16	box	PAPER CLIP, vinly/plastic coated, 33mm	10.00	160.00
11	16	box	PAPER CLIP, vinly/plastic coated, jumbo, 50mm	24.00	384.00
12	8	piece	STAMP PAD, felt	37.00	296.00
13	9	piece	STAPLER, standard type	115.00	1,035.00
14	8	pack	TOILET TISSUE PAPER, 2 ply, 12 rolls in a pack	125.00	1,000.00
15	8	piece	Correction fluid / Liquid Eraser, brush type	19.00	152.00
16	2	piece	Glue Gun Heavy Duty Small	145.00	290.00
17	24	piece	Illustration Board (1/2)	30.00	720.00
18	24	piece	Illustration Board (1/4)	15.00	360.00
19	14	piece	Bulb LED min. 15 watt	225.00	3,150.00
20	25	piece	Medal DepED Medium (Gold, Silver, Bronze)	40.00	1,000.00
21	9	bottles	Permanent/Pentel Ink Refill, Black	90.00	810.00
22	5	bottles	Permanent/Pentel Ink Refill, Red	90.00	450.00
23	9	pad	Pins, push type, Plastic head	18.00	162.00
24	9	roll	Tape Double sided, 2"	55.00	495.00
25	9	piece	Toilet Bowl Cleaner	85.00	765.00
26	8	piece	Wall Clock, Analog, Small	300.00	2,400.00


\*\*\* Nothing Follows \*\*\*

<b>Total Amount</b>	<b>NINETEEN THOUSAND NINE HUNDRED THIRTY THREE PESOS ONLY</b>	<b>Php</b>	<b>19,933.00</b>
---------------------	---	------------	------------------

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  
 2-22-23  
 Date

Very truly yours,  
  
**HENRY Q. ABARCO**  
 School Head

<b>Fund Cluster :</b>	mooe	<b>ORS/BURS No. :</b>	
<b>Funds Available :</b>		<b>Date of the ORS/BUR:</b>	
		<b>Amount :</b>	