



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:	KEEDEE OFFICE SUPPLIES TRADING	P.O. NO.:	2024-02-005
Address:	Ozamiz City	Date :	02/20/2024
TIN :	306 794 052 0001	Mode of Procurement :	NP - Small Value Procurement
Tel No./CP No. :			

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

Place of Delivery:	Gango Elementary School	Delivery Term:	delivery
Date of Delivery:	_5_ calendar days after receipt of PO by the supplier	Payment Term:	payent after delivery

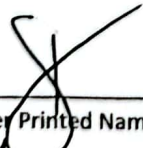
Item No.	Quantity	Unit	Description	Unit Cost	Amount
1	26	roll	TAPE, transparent, 48 mm CROCO	29.00	754.00
2	2	pack	FOLDER with tab, Legal VALIANT	700.00	1,400.00
3	4	box	PAPER CLIP, vinly/plastic coated, jumbo, 50mm MGK/TM	24.00	96.00
4	91	ream	PAPER, MULTICOPY A4 IK ONE	190.00	17,290.00
5	60	ream	PAPER, MULTICOPY LEGAL IK ONE	225.00	13,500.00
6	4	cart	INK CARTRIDGE, EPSON C13T664100 (T6641), Black GENUINE	290.00	1,160.00
7	4	cart	INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan GENIUNE	300.00	1,200.00
8	4	cart	INK CARTRIDGE, EPSON C13T664300 (T6643), Magenta GENUINE	300.00	1,200.00
9	4	cart	INK CARTRIDGE, EPSON C13T664400 (T6644), Yellow GENUINE	300.00	1,200.00
10	26	bot	Glue White (min. 240gms) ELMER'S	118.00	3,068.00
11	26	bot	Ink Original Epson, 003 Black GENUINE	290.00	7,540.00
12	26	bot	Ink Original Epson, 003 Cyan GENUINE	300.00	7,800.00
13	26	bot	Ink Original Epson, 003 Magenta GENUINE	300.00	7,800.00
14	26	bot	Ink Original Epson, 003 Yellow GENUINE	300.00	7,800.00
15	26	pcs	Whiteboard Pen, Refillable PILOT FINE	60.00	1,560.00
16	26	bot	Whiteboard Ink Refill PILOT	140.00	3,640.00

*** Nothing Follows ***

Total Amount	SEVENTY SEVEN THOUSAND EIGHT PESOS ONLY	Php	77,008.00
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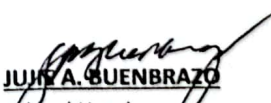
In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.

Conforme:



 Signature over Printed Name of Supplier
 2/20/24
 Date

Very truly yours,


JULIA A. GUENBRAZO
 School Head

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