



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>	2024-02-004
<b>Address:</b>	OZAMIZ CITY	<b>Date :</b>	02/21/2024
<b>TIN :</b>	306-794-052-001	<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>	JACINTO NIS/ MANAKA, OZ. CITY (ES)	<b>Delivery Term:</b>	
<b>Date of Delivery:</b>	5 calendar days after receipt of PO by the supplier	<b>Payment Term:</b>	cash upon delivery

Item No.	Quantity	Unit	Description	Unit Cost	Amount
0					-
1	8	box	CLEARBOOK, Legal size	44.000	352.00
2	16	piece	SIGN PEN, Fine Tip, Black	37.00	592.00
3	8	piece	BROOM (Walis Tambo)	120.00	960.00
4	8	bottle	CLEANER, Toilet Bowl and Urinal	47.00	376.00
5	8	can	CLEANSER, Scouring Powder	45.00	360.00
6	8	bar	DETERGENT BAR	14.00	112.00
7	8	pouch	DETERGENT POWDER, all purpose	95.00	760.00
8	8	piece	DUST PAN	75.00	600.00
9	16	can	FLOOR WAX, paste type, red	155.00	2,480.00
10	8	bottle	HAND SOAP, liquid	85.00	680.00
11	8	piece	MOPHEAD, made of rayon	300.00	2,400.00
12	5	piece	MONOBLOC CHAIR, beige	460.00	2,300.00
13	8	box	STAPLE WIRE, standard	40.00	320.00
14	16	roll	TAPE, transparent, 24mm	18.00	288.00
15	16	box	CHALK, white enamel	90.00	1,440.00
16	16	piece	CORRECTION TAPE	22.00	352.00
17	8	piece	DATA FILE BOX	170.00	1,360.00
18	16	piece	ERASER, felt, for blackboard whiteboard	18.00	288.00
19	1	box	FASTENER	40.00	40.00
20	8	piece	PUNCHER, paper, heavy duty	180.00	1,440.00
21	40	pack	CARTOLINA, assorted colors	90.00	3,600.00
22	16	pad	NOTEPAD, stick-on, 50mm x 76mm	24.00	384.00
23	100	ream	PAPER, MULTIPURPOSE A4	200.00	20,000.00
24	32	ream	PAPER, MULTIPURPOSE LEGAL	230.00	7,360.00
25	8	pack	TOILET TISSUE PAPER, 2 ply	140.00	1,120.00
26	80	piece	Ballpen Black	7.00	560.00
27	8	piece	Ballpen, Blue	7.00	56.00
28	16	piece	Ballpen, Red	7.00	112.00
29	8	box	Chalk, Colored min.100pcs/box	110.00	880.00
30	8	packs	Construction Paper (long)	250.00	2,000.00
31	500	piece	Folder White, Legal	7.00	3,500.00
32	16	bottle	Glue White (min. 130gms)	62.00	992.00
33	32	bottle	Ink Original Epson, 003 Black	300.00	9,600.00
34	32	bottle	Ink Original Epson, 003 Cyan	310.00	9,920.00
35	32	bottle	Ink Original Epson, 003 Magenta	310.00	9,920.00
36	32	bottle	Ink Original Epson, 003 Yellow	310.00	9,920.00
37	8	bottle	Muriatic acid 500ml	75.00	600.00
38	10	box	Paper Fastener Coated (Plastic)	40.00	400.00
39	16	piece	Permanent marker/Pentil Pen, Refillable, Broad Tip, Black	45.00	720.00

40	16	bottle	Permanent/Pentel Ink Refill, Black	90.00	1,440.00	
41	2	roll	Plastic Cellophane cover #4	1,750.00	3,500.00	
42	160	piece	Plastic Envelope, Long	10.00	1,600.00	
43	1	Unit	PRINTER Eco Tank All-in-One Ink Tank (print,scan,copy), No wifi	9,900.00	9,900.00	
44	8	piece	Scissors, Big, Heavy Duty	50.00	400.00	
45	8	packs	Specialty Paper, 90gsm, Long	31.00	248.00	
46	8	packs	Specilaty Board (Long)	45.00	360.00	
47	8	piece	Stapler, Standard 35 with remover heavy duty	590.00	4,720.00	
48	8	roll	Tape Double sided, 1"	35.00	280.00	
49	3	unit	Television 42", Smart Flat TV Full HD, Branded	23,500.00	70,500.00	
50	16	piece	Trash Bin, Min.8 liters, swing cover	230.00	3,680.00	
51	16	book	RECORD BOOK, 300 PAGES, size: 214mm x278mm min	85.00	1,360.00	
52	1	unit	Steel Cabinet, 4 doors	9,900.00	9,900.00	
53	4	piece	Solar LED light, outpost 1200 watts	3,000.00	12,000.00	
54	3	piece	Calculator, 12 Digits, Big Dials, big screen, battery and solar operated	675.00	2,025.00	
55	5	piece	Padlock, medium, heavy duty	400.00	2,000.00	
*** Nothing Follows ***						
Total Amount		<b>TWO HUNDRED TWENTY THREE THOUSAND FIFTY SEVEN PESOS ONLY</b>			Php	<b>223,057.00</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

2-23-24  
Date

Very truly yours,

  
**JOSEPH M. AMISOLA**  
School Head

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

Note: To be prepared in five copies.