



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

Item No.	Quantity	Unit	Description	Unit Cost	Amount
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1	8	box	CLEARBOOK, Legal size	42.00	336.00
2	8	piece	SIGN PEN, Fine Tip, Black	37.00	296.00
3	3	pack	BATTERY, dry cell, size AA	20.00	60.00
4	8	piece	BROOM (Walis Tambo)	120.00	960.00
5	8	bottle	CLEANER, Toilet Bowl and Urinal	47.00	376.00
6	8	can	CLEANSER, Scouring Powder	45.00	360.00
7	8	bar	DETERGENT BAR	14.00	112.00
8	8	pouch	DETERGENT POWDER, all purpose	90.00	720.00
9	8	piece	DUST PAN	75.00	600.00
10	16	can	FLOOR WAX, paste type, red	155.00	2,480.00
11	8	bottle	HAND SOAP, liquid	85.00	680.00
12	8	piece	MOPHEAD, made of rayon	150.00	1,200.00
13	3	piece	PHILIPPINE NATIONAL FLAG	150.00	450.00
14	5	piece	MONOBLOC CHAIR, beige	320.00	1,600.00
15	4	piece	LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts	450.00	1,800.00
16	8	box	STAPLE WIRE, standard	400.00	3,200.00
17	2	roll	TAPE, electrical	40.00	80.00
18	24	roll	TAPE, transparent, 24mm	15.00	360.00
19	14	box	CHALK, white enamel	20.00	280.00
20	16	piece	CORRECTION TAPE	65.00	1,040.00
21	8	piece	DATA FILE BOX	170.00	1,360.00
22	14	piece	ERASER, felt, for blackboard/whiteboard	18.00	252.00
23	8	piece	PUNCHER, paper, heavy duty	179.00	1,432.00
24	35	pack	CARTOLINA, assorted colors	90.00	3,150.00
25	14	pad	NOTEPAD, stick-on, 50mm x 76mm	25.00	350.00
26	32	ream	PAPER, MULTIPURPOSE A4	195.00	6,240.00
27	32	ream	PAPER, MULTIPURPOSE LEGAL	225.00	7,200.00
28	5	box	PAPER, parchment	420.00	2,100.00
29	8	pack	TOILET TISSUE PAPER, 2 ply	105.00	840.00
30	80	piece	Ballpen Black	7.00	560.00
31	8	piece	Ballpen, Blue	7.00	56.00
32	16	piece	Ballpen, Red	7.00	112.00
33	32	ream	Bond Paper, Letter/Short, 70gsm	185.00	5,920.00
34	35	piece	Load Card (100)	110.00	3,850.00

45	piece	Certificate Holder, Plastic A4	44.00	1,980.00	
46	7	box	Chalk, Colored min.100pcs/box	110.00	770.00
37	14	packs	Construction Paper (long)	245.00	3,430.00
38	200	piece	Envelope, Brown Long	3.50	700.00
39	250	piece	Folder White, Legal	7.00	1,750.00
40	16	bottle	Glue White (min. 130gms)	62.00	992.00
41	32	bottle	Ink Original Epson, 003 Black	295.00	9,440.00
42	32	bottle	Ink Original Epson, 003 Cyan	310.00	9,920.00
43	32	bottle	Ink Original Epson, 003 Magenta	310.00	9,920.00
44	32	bottle	Ink Original Epson, 003 Yellow	310.00	9,920.00
45	1	roll	Laminating Film 125 micron 100 meters	1,350.00	1,350.00
46	5	piece	Bulb LED min. 15 watt	175.00	875.00
47	150	piece	Medal DepED Large (Gold, Silver, Bronze)	60.00	9,000.00
48	1	piece	Microphone wired, 8m	1,350.00	1,350.00
49	8	bottle	Muriatic acid 500ml	76.00	608.00
50	10	box	Paper Fastener Coated (Plastic)	40.00	400.00
51	16	piece	Permanent marker/Pentil Pen, Refillable, Broad Tip, Black	65.00	1,040.00
52	16	bottle	Permanent/Pentel Ink Refill, Black	140.00	2,240.00
53	1	roll	Plastic Cellophane cover #4	1,775.00	1,775.00
54	160	piece	Plastic Envelope, Long	10.00	1,600.00
55	3	Unit	PRINTER Eco Tank All-in-One Ink Tank (print,scan,copy), No wifi	9,950.00	29,850.00
56	8	piece	Scissors, Big, Heavy Duty	50.00	400.00
57	7	packs	Specialty Paper, 90gsm, Long	31.00	217.00
58	7	packs	Specilaty Board (Long)	46.00	322.00
59	8	piece	Stapler, Standard 35 with remover heavy duty	520.00	4,160.00
60	8	roll	Tape Double sided, 1" with Foam	110.00	880.00
61	7	piece	Toilet Bowl Cleaner	45.00	315.00
62	16	piece	Trash Bin, Min.8 liters, swing cover	235.00	3,760.00
63	20	pack	Worx 90 GSM A4 Specialty Paper (White)	28.00	560.00
64	160	piece	Expanded Envelope, Brown, hard	16.00	2,560.00
65	3	piece	Extension Wire 10 meters	610.00	1,830.00
66	1	piece	Flower Pot,	54.00	54.00

*** Nothing Follows ***

Total Amount	ONE HUNDRED SIXTY FOUR THOUSAND THREE HUNDRED EIGHTY PESOS ONLY	Php	164,380.00
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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:

KEEDEE OFFICE SUPPLIES TRADING
 Signature over Printed Name of Supplier

 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.