



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.:	2024-0
Address:	Ozamiz City	Date :	02/19/2024
TIN :	306-094-052-0001	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:	San Antonio National HS	Delivery Term:	free delivery
Date of Delivery:	5 WORKING days after receipt of PO by the supplier	Payment Term:	check

Item	Quantity	Unit	Description	Unit Cost	Amount
1	2	piece	PHILIPPINE NATIONAL FLAG-polyester	190.00	380.00
2	5	box	STAPLE WIRE, standard - wells	38.00	190.00
3	9	ream	PAPER, MULTICOPY A4- ik one	195.00	1,755.00
4	5	ream	PAPER, MULTICOPY LEGAL- IK one	225.00	1,125.00
5	30	piece	Ballpen Black- flex office	7.00	210.00
6	10	piece	Correction Tape refillable, round type- dong A	68.00	680.00
7	100	piece	Folder White, Legal -valiant	7.00	700.00
8	10	bottle	Ink Original Epson, 003 Black- genuine	300.00	3,000.00
9	5	bottle	Ink Original Epson, 003 Cyan- genuine	310.00	1,550.00
10	5	bottle	Ink Original Epson, 003 Magenta- genuine	310.00	1,550.00
11	5	bottle	Ink Original Epson, 003 Yellow- genuine	310.00	1,550.00
12	5	box	Paper Fastener Coated (Plastic) -wells	38.00	190.00
13	20	pack	Photopaper, A4, 20pcs/pack- stellar	85.00	1,700.00
14	2	Unit	PRINTER ECO TANK ALL-IN-ONE INK TANK (print scan copy) No wifi Epson L2210	10,000.00	20,000.00
15	1	BOX	PVC (PLASTIC COVER CLEAR) LONG -LCT	800.00	800.00
16	3	piece	USB Flash Drive 3.0, 64GB -Sandisk	530.00	1,590.00
17	100	reams	PAPER, Multi-Purpose, A4, 70 gsm- lk one	195.00	19,500.00
			nothing follows		
Total Amount			FIFTY SIX THOUSAND FOUR HUNDRED SEVENTY PESOS ONLY	Php	56,470.00

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth

Conforme:

Very truly yours,

KEEDEE OFFICE SUPPLIES TRADING

Signature over Printed Name of Supplier

Date

[Handwritten Signature]
 2/19/24

LORENA P. RIVERA

School Head

[Handwritten Signature]

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