



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.:	2024-006
Address:	Ozamiz City	Date :	02/19/2024
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:	Dona Consuelo Elementary School	Delivery Term:	free delivery
Date of Delivery:	3calendar days after receipt of PO by the supplier	Payment Term:	check

Item No.	Quantity	Unit	Description	Unit Cost	Amount
1	3	piece	SIGN PEN, Extra Fine Tip, Black finetech 0.3mm	37.00	111.00
2	3	piece	SIGN PEN, Medium Tip, Black mygel 0.5mm	25.00	75.00
3	3	piece	SIGN PEN, Extra Fine Tip, Red mygel 0.5mm	25.00	75.00
4	20	jar	GLUE, all-purpose croco	62.00	1,240.00
5	50	roll	TAPE, transparent, 48 mm Mgk	30.00	1,500.00
6	10	box	CLIP, backfold, 32mm P/x	33.00	330.00
7	1	pc	ENVELOPE, Expanding, Plastic	45.00	45.00
8	1	box	ENVELOPE, Mailing	350.00	350.00
9	20	box	FASTENER	40.00	800.00
10	2	pack	FOLDER with tab, Legal valiant	700.00	1,400.00
11	50	piece	MARKER, Permanent, Black MGK	12.00	600.00
12	50	piece	MARKER, Whiteboard, Black MGK	15.00	750.00
13	2	box	PENCIL, lead/graphite, with eraser Deli	72.00	144.00
14	20	pack	CARTOLINA, assorted colors Sinespectra	90.00	1,800.00
15	10	pad	NOTEPAD, stick-on, 76mm x 76mm Deli	35.00	350.00
16	150	ream	PAPER, MULTICOPY A4 IK - ONE	190.00	28,500.00
17	25	ream	PAPER, MULTICOPY LEGAL IK-ONE	225.00	5,625.00
18	10	cart	INK CARTRIDGE, EPSON C13T664100 (T6641), Black	290.00	2,900.00
19	10	cart	INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan	300.00	3,000.00

Item No.	Quantity	Unit	Description	Unit Cost	Amount
20	10	cart	INK CARTRIDGE, EPSON C13T664300 (T6643), Magenta	300.00	3,000.00
21	10	cart	INK CARTRIDGE, EPSON C13T664400 (T6644), Yellow	300.00	3,000.00
22	50	piece	Ballpen Black	FLEX OFFICE 7.00	350.00
23	1	unit	Gun Tacker, Heavy Duty	INGCO 700.00	700.00
24	5	box	Gun Tacker Wire	TOLSEN 55.00	275.00
25	10	bottle	Ink for Brother Printer, Black	420.00	4,200.00
26	5	bottle	Ink for Brother Printer, Cyan	410.00	2,050.00
27	5	bottle	Ink for Brother Printer, Magenta	410.00	2,050.00
28	5	bottle	Ink for Brother Printer, Yellow	410.00	2,050.00
29	10	bottle	Ink Original Epson, 003 Black	290.00	2,900.00
30	5	bottle	Ink Original Epson, 003 Cyan	300.00	1,500.00
31	5	bottle	Ink Original Epson, 003 Magenta	300.00	1,500.00
32	5	bottle	Ink Original Epson, 003 Yellow	300.00	1,500.00
33	5	pack	Photopaper, A4, 20pcs/pack	85.00	425.00
34	10	meter	Plastic Cellophane cover / Rubberized Cellophane	42.00	420.00
35	2	Unit	PRINTER Eco Tank All-in-One Ink Tank (print,scan,copy), No wifi	Epson L3210 9,800.00	19,600.00
36	1	BOX	PVC (PLASTIC COVER CLEAR) A4	quaff 650.00	650.00
37	1	BOX	PVC (PLASTIC COVER CLEAR) LONG	quaff 750.00	750.00
38	20	packs	Specialty Paper, 90gsm, A4	worx 27.00	540.00
39	5	piece	KODAK GLOSSY PHOTO PAPER A4 SIZE PACKS (20 sheets per pack)- 235GSM	kodak 200gsm 295.00	1,475.00

*** Nothing Follows ***

Total Amount	NINETY EIGHT THOUSAND FIVE HUNDRED THIRTY PESOS ONLY	Php	98,530.00
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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

2-19-24

Very truly yours,

JUSTINA S. BAUL

School Head

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

Note: To be prepared in five copies.