



Republic of the Philippines
 Department of Education
 Region X - Northern Mindanao
DIVISION OF OZAMIZ CITY
 IBJ Compound Carangan, Ozamiz City
 Tel. No. (088) 545-0988; Fax No. (088) 545-0990



PURCHASE ORDER

Supplier:	KEEDEE OFFICE SUPPLIES TRADING	P.O. NO.:	2024-02-001
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:	Manningof Central School	Delivery Term:	free delivery
Date of Delivery:	5 workin days after receipt of PO by the supplier	Payment Term:	check

Item No.	Quantity	Unit	Description	Unit Cost	Amount
1	40	piece	SIGN PEN, Extra Fine Tip, Black	25.00	1,000.00
	10	box	STAPLE WIRE, standard	40.00	400.00
	40	roll	TAPE, transparent, 24mm	20.00	800.00
	40	roll	TAPE, transparent, 48 mm	30.00	1,200.00
	2	box	CLIP, backfold, 19mm	17.00	34.00
	2	box	CLIP, backfold, 25mm	25.00	50.00
	2	box	CLIP, backfold, 32mm	33.00	66.00
	2	box	CLIP, backfold, 50mm	78.00	156.00
	40	piece	CORRECTION TAPE	22.00	880.00
	1	box	ENVELOPE, Documentary, legal,	1,320.00	1,320.00
	10	box	FASTENER	40.00	400.00
	2	pack	FOLDER with tab, Legal	700.00	1,400.00
	5	box	PAPER CLIP, vinly/plastic coated, jumbo, 50mm	24.00	120.00
	120	ream	PAPER, MULTICOPY A4	195.00	23,400.00
	40	ream	PAPER, MULTICOPY LEGAL	225.00	9,000.00
	1	book	RECORD BOOK, 300 PAGES	85.00	85.00
	1	book	RECORD BOOK, 500 PAGES	112.00	112.00
	50	piece	Ballpen Black	7.00	350.00
	100	piece	Glue Stick (Small Diameter)	5.00	500.00
	35	bottle	Glue White (min. 240gms)	118.00	4,130.00
	4	box	Gun Tacker Wire	55.00	220.00
	40	bottle	Ink Original Epson, 003 Black	295.00	11,800.00
	40	bottle	Ink Original Epson, 003 Cyan	300.00	12,000.00
	40	bottle	Ink Original Epson, 003 Magenta	300.00	12,000.00
	40	bottle	Ink Original Epson, 003 Yellow	300.00	12,000.00
	4	piece	Permanent marker/Pentel Pen, Refillable, Broad Tip, Black	42.00	168.00
	1	bottle	Permanent/Pentel Ink Refill, Black	90.00	90.00
	1	BOX	PVC (PLASTIC COVER CLEAR) A4	750.00	750.00
	10	pack	Sticker Paper Mat A4 20's/pack	37.00	370.00
	40	piece	Whiteboard Pen, Refillable	62.00	2,480.00
	40	bottle	Whiteboard Ink Refill	140.00	5,600.00
Total Amount				Php	102,881.00

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

2-20-24

Date

Very truly yours,

MARJORIE A. SAGARIO
 School Head

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