



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:	CROWN PAPER & STATIONERIES SUPPLY	P.O. NO.:	2024-02-0001
Address:	Ozamiz City	Date :	02/22/2024
TIN :	184-723-355-001	Mode of Procurement :	Shopping
Tel No./CP No. :			

Please furnish this Office the following articles subject to the terms and conditions contained herein:

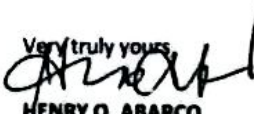
Place of Delivery:	GREGORIO A.SAQUIN ES	Delivery Term:	free delivery
Date of Delivery:	2-26-2024 calendar days after receipt of PO by the supplier	Payment Term:	check upon delivery

Item No.	Quantity	Unit	Description	Unit Cost	Amount
1	30	piece	GLUE, all-purpose, white	27.50	825.00
2	30	roll	TAPE, transparent, 48 mm	22.00	660.00
3	10	box	CHALK, white enamel	24.00	240.00
4	10	piece	DATA FILE BOX	154.00	1,540.00
5	10	box	PAPER CLIP, vinly/plastic coated, 33mm	10.00	100.00
6	10	box	PAPER CLIP, vinly/plastic coated, jumbo, 50mm	23.00	230.00
7	20	ream	PAPER, MULTIPURPOSE LEGAL	212.00	4,240.00
8	100	piece	Ballpen Black	6.50	650.00
9	250	piece	Envelope, Brown A4	2.65	662.50
10	100	piece	Envelope, Brown Long	3.20	320.00
11	200	piece	Folder White, Legal	6.00	1,200.00
12	100	piece	Glue Stick (Small Diameter)	3.95	395.00
13	50	piece	Illustration Board (1/2)	28.00	1,400.00
14	50	piece	Illustration Board (1/4)	14.00	700.00
15	200	piece	Manila Paper	4.95	990.00
16	10	box	Paper Fastener Coated (Plastic)	38.00	380.00
17	50	piece	Permanent marker/Pentil Pen, Refillable, Broad Tip, Black	42.00	2,100.00
18	50	piece	Permanent marker/Pentil Pen, Refillable, Fine Tip, Black	42.00	2,100.00
19	10	piece	Permanent marker/Pentil Pen, Refillable, Fine Tip, Red	42.00	420.00
20	20	box	Thumbtacks	10.60	212.00
21	5	piece	Whistles, FOX FORTE	371.00	1,855.00
22	1	set	Badminton net standard	1,007.00	1,007.00
*** Nothing Follows ***					

Total Amount	TWENTY TWO THOUSAND TWO HUNDRED TWENTY SIX PESOS ONLY	Php	22,226.50
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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: 
CROWN PAPER & STATIONERIES SUPPLY
 Signature over Printed Name of Supplier
 2.26-2024
 Date

Very truly yours,

HENRY Q. ABARCO
 School Head

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