



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.:	2024-02-0001
Address:	JAMISOLA EXT. STA. LUCIA DIST. PAGADIAN CITY	Date :	February 22, 2024
TIN :	306-794-052-000	Mode of	Shopping
Tel No./CP No. :	9173112213	Procurement :	

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:	calendar days after receipt of PO by the supplier	Payment Term:	check upon delivery

Item No.	Quantity	Unit	Description	Unit Cost	Amount
1	10	piece	SIGN PEN, Fine Tip, Black	25.00	250.00
2	10	pack	BATTERY, dry cell, size AA	20.00	200.00
3	10	pack	BATTERY, dry cell, size AAA	20.00	200.00
4	20	piece	BROOM (Walis Tambo)	120.00	2,400.00
5	20	piece	BROOM (Walis Ting-ting)	40.00	800.00
6	20	bottle	CLEANER, Toilet Bowl and Urinal	47.00	940.00
7	20	bar	DETERGENT BAR	14.00	280.00
8	20	pouch	DETERGENT POWDER, all purpose	95.00	1,900.00
9	20	piece	DETERGENT POWDER, all purpose	75.00	1,500.00
10	20	piece	DUST PAN	155.00	6,200.00
11	40	can	FLOOR WAX, paste type, red	85.00	1,700.00
12	20	bottle	HAND SOAP, liquid	55.00	1,100.00
13	20	piece	RAGS	19.00	380.00
14	10	bottle	INK, for stamp pad	460.00	4,600.00
15	10	piece	MONOBLOC CHAIR, beige	22.00	220.00
16	10	piece	CORRECTION TAPE	20.00	200.00
17	20	piece	CUTTER/UTILITY KNIFE, for general purpose	20.00	400.00
18	10	piece	STAPLER, standard type	110.00	1,100.00
19	100	ream	PAPER, MULTIPURPOSE A4	195.00	19,500.00
20	2	box	PAPER, parchment	420.00	840.00
21	10	book	RECORD BOOK, 300 PAGES	85.00	850.00
22	10	pack	TOILET TISSUE PAPER, 2 ply	105.00	1,050.00
23	100	piece	Ballpen, Red	7.00	700.00
24	200	piece	Cartolina, Colored	7.00	1,400.00
25	10	pack	Construction Paper (long)	245.00	2,450.00
26	10	piece	Dipper	40.00	400.00
27	10	bottle	Dishwashing Liquid, min. 250ml	54.00	540.00
28	10	piece	DUSTER	110.00	1,100.00
29	2	piece	Glue Gun Heavy Duty Small	250.00	500.00
30	10	piece	Glue White (min. 240gms)	62.00	620.00
31	1	bottle	Ink Original Epson, 003 Black	300.00	300.00
32	1	bottle	Ink Original Epson, 003 Cyan	310.00	310.00
33	1	bottle	Ink Original Epson, 003 Magenta	310.00	310.00
34	1	bottle	Ink Original Epson, 003 Yellow	310.00	310.00
35	10	piece	Bulb LED min. 15 watt	230.00	2,300.00
36	170	piece	Medal DepED Medium (Gold, Silver, Bronze)	55.00	9,350.00
37	2	unit	Network Routers	1,650.00	3,300.00
38	20	bottle	Permanent/Pentel Ink Refill, Black	90.00	1,800.00
39	10	bottle	Permanent/Pentel Ink Refill, Red	90.00	900.00
40	10	box	Pins, push type, Plastic head	42.00	420.00
41	2	unit	PRINTER Eco Tank All-in-One Ink Tank (print,scan,copy), No	9,900.00	19,800.00
42	20	roll	Tape Double sided, 2"	55.00	1,100.00
43	20	piece	Toilet Bowl Cleaner	47.00	940.00
Total Amount	NINETY FIVE THOUSAND SEVENTY PESOS ONLY			Php	95,070.00

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
 2-26-24
 Date

Very truly yours

 HENRY Q. ABARCO
 School Head

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