

**PURCHASE ORDER**  
DEPED, DIVISION OF OZAMIZ CITY

Supplier : <b>KEEDEE OFFICE SUPPLIES TRADING</b>	P.O. No. : <b>2024-02-005</b>
Address : <b>OZAMIZ CITY</b>	Date : <b>02-23-2024</b>
TIN : <b>306-794-052-000</b>	Mode of Procurement : <b>SHOPPING</b>

Gentlemen:

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

Place of Delivery : <b>Montol National High School</b>	Delivery Term : <b>IMMEDIATELY</b>
Date of Delivery : <b>3 days from P.O. date</b>	Payment Term : <b>IMMEDIATELY</b>


Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	pack	BATTERY, dry cell, size AA - KINGEVER	8	20.00	160.00
2	pack	BATTERY, dry cell, size AAA - KINGEVER	10	20.00	200.00
3	piece	PHILIPPINE NATIONAL FLAG - Nylon Type	5	190.00	950.00
4	piece	PENCIL SHARPENER	1	290.00	290.00
5	pack	CARTOLINA, assorted colors - SINESPECTRA	20	90.00	1,800.00
8	box	PAPER, parchment, white - STARPATCH	40	420.00	16,800.00
9	pack	TISSUE, INTERFOLDED PAPER TOWEL	40	55.00	2,200.00
11	piece	Folder White, Legal	100	7.00	700.00
12	pack	Glitter Paper - SMITH 5/pk	20	85.00	1,700.00
13	piece	Glue Stick (Small Diameter) - LAVA	90	5.00	450.00
22	piece	Manila Paper	100	6.50	650.00
23	piece	Medal DepED Large (Bronze=60, Silver=20) - TM	80	65.00	5,200.00
24	piece	Medal DepED Medium (Gold=30, Silver=20, Bronze=30) - TM	80	60.00	4,800.00
25	piece	Pencil No. 2 - DELI	30	7.00	210.00
26	pack	Photopaper Glossy 270gsm RC A4 20 sheets Inkjek (KODAK) - KODAK	10	300.00	3,000.00
28	roll	Ribbon, Cloth Satin 2"	3	210.00	630.00
29	roll	Ribbon, Cloth Satin 3"	3	210.00	630.00
30	piece	Sign pen 0.5, Black - MYGEL	60	26.00	1,560.00
31	pack	Specialty Paper, 90gsm, A4 - WORX	100	28.00	2,800.00
32	pack	Sticker Paper Glossy A4 20's/pack - JOY	20	38.00	760.00
33	pack	Trash Bag, Black XL 30" x 37", 10pcs/pack - CHEERS with TIE	5	118.00	590.00
34	unit	Water Dispenser, Hot and Cold, Table Top, Branded - EVEREST	1	3,400.00	3,400.00
35	pack	Worx 120 GSM A4 Specialty Paper (White) - WORX 180gSM	80	42.00	3,360.00
36	piece	Pencil Sharpener	1	8.00	8.00
<b>Total Amount:</b>					<b>52,848.00</b>

(Total Amount in Words)

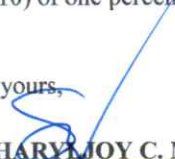
Fifty Two Thousand Eight Hundred Forty Eight Pesos and No Cents

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:

  
 Signature over Printed Name of Supplier  
 2.27.24  
 Date

Very truly yours,

  
**ATTY. CHARYN JOY C. NAVAREZ**  
 Signature over Printed Name of Authorized Official  
**School Principal 1**  
 Designation

Fund Cluster :

Funds Available :

ORS/BURS No. :

Date of the ORS/BURS:

Amount :

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 Signature over Printed Name of Chief Accountant/Head of Accounting  
 Division/Unit