

PURCHASE ORDER
DEPED, DIVISION OF OZAMIZ CITY

Supplier : KEEDEE OFFICE SUPPLIES TRADING		P.O. No. : 2024-02-			
Address : OZAMIZ CITY		Date :			
TIN : 306-794-052-001		Mode of Procurement : Shopping			
Gentlemen:					
Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery : JULIAN BULAHAN ES		Delivery Term : Delivered			
Date of Delivery :		Payment Term : One-Time/Check			
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	bottle	ALCOHOL, Ethyl, 500 mL	3	92.00	276.00
2	piece	BROOM (Walis Tambo)	6	120.00	720.00
3	piece	BROOM (Walis Ting-ting)	7	40.00	280.00
4	can	FLOOR WAX, paste type, red	10	160.00	1,600.00
5	jar	GLUE, all-purpose	6	65.00	390.00
6	box	STAPLE WIRE, standard	7	40.00	280.00
7	box	CLIP, backfold, 25mm	7	25.00	175.00
8	box	CLIP, backfold, 32mm	9	33.00	297.00
9	piece	ERASER, felt, for blackboard/whiteboard	1	18.00	18.00
10	piece	MARKER, Whiteboard, Black	1	14.00	14.00
11	box	PENCIL, lead/graphite, with eraser	3	80.00	240.00
12	pair	SCISSORS, symmetrical/asymmetrical	9	50.00	450.00
13	piece	STAPLER, standard type	6	115.00	690.00
14	pack	CARTOLINA, assorted colors	8	90.00	720.00
15	ream	PAPER, MULTIPURPOSE A4	20	195.00	3,900.00
16	ream	PAPER, MULTIPURPOSE LEGAL	20	225.00	4,500.00
17	cart	INK CARTRIDGE, EPSON C13T664100 (T6641), Black	19	300.00	5,700.00
18	cart	INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan	19	310.00	5,890.00
19	cart	INK CARTRIDGE, EPSON C13T664300 (T6643), Magenta	19	310.00	5,890.00
20	cart	INK CARTRIDGE, EPSON C13T664400 (T6644), Yellow	19	310.00	5,890.00
21	piece	Ballpen Black	25	7.00	175.00
22	piece	Ballpen, Blue	25	7.00	175.00
23	piece	Ballpen, Red	25	7.00	175.00
24	piece	Clearbook, 60 pockets, Legal Size	12	140.00	1,680.00
25	packs	Construction Paper (long)	1	250.00	250.00
26	packs	Construction Paper (short)	1	240.00	240.00
27	piece	Envelope, Brown Long	250	3.50	875.00
28	piece	Folder Colored Long	20	11.00	220.00
29	piece	Folder White, Legal	86	7.00	602.00
30	gallon	Glue white	2	850.00	1,700.00
31	piece	Glue Stick (Big Diameter)	55	12.00	660.00
32	piece	Glue Stick (Small Diameter)	55	6.00	330.00
33	piece	Illustration Board (1/2)	5	30.00	150.00
34	piece	Medal Academic (Gold, Silver, Bronze)	100	22.00	2,200.00
35	piece	Permanent marker/Pentil Pen, Refillable, Broad Tip, Black	6	45.00	270.00
36	unit	PRINTER Eco Tank All-in-One Ink Tank (print scan copy) with wifi	1	9900.00	9,900.00
37	piece	Scissors, Big, Heavy Duty	4	50.00	200.00
38	piece	Sign pen 0.5, Black	6	25.00	150.00
39	roll	Tape Transparent/Scotch Tape/Plastic Tape, 3 "	25	65.00	1,625.00
40	box	Thumbtacks	2	13.00	26.00
41	bottle	Whiteboard Ink Refill	4	148.00	592.00

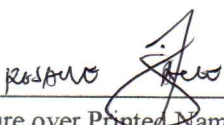
42	pack	Worx	20	45.00	900.00
43	pack	crayons 12 colors	7	50.00	350.00
44	pcs	INTERNET LOAD EXPENSE	5	550.00	2,750.00
45	refill	GAS REFILL (11KG)	1	1500.00	1,500.00
46	unit	Electric Stove (2 burners)	1	3000.00	3,000.00
47	pieces	Outlet (6 outlets)	5	400.00	2,000.00
48	pieces	Cellphone Load, 300's	5	340.00	1,700.00
				Total Amount:	72,315.00

(Total Amount in Words)

Seventy Two Thousand Three Hundred Fifteen 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

2-29-24

 Date

Very truly yours,


JOCELYN G. RUSIANA
 Signature over Printed Name of
 Authorized Official
School Head
 Designation

Requisition Office Department : _____



JOAR G. HERMOSISIMA
 Property Custodian

ORS/BURS No. : _____

Date of the ORS/BURS: _____

Amount : _____