



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.:	2024-02-006
Address:	OZAMIZ CITY	Date :	02/21/2024
TIN :	306-794-052-001	Mode of Procurement :	Shopping
Tel No./CP No. :	9173112213		

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

Place of Delivery:	NARCISO B. LEDESMA CS/ TABID, OZ. CITY	Delivery Term:	cash upon delivery
Date of Delivery:	within 3-5 calendar days after receipt of PO by the supplier	Payment Term:	cash

Item No.	Quantity	Unit	Description	Unit Cost	Amount
1	2	piece	PHILIPPINE NATIONAL FLAG	190.00	380.00
2	1	piece	LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts	80.00	80.00
3	42	box	STAPLE WIRE, standard	38.00	1,596.00
4	1	box	ENVELOPE, Expanding, Kraft	1,500.00	1,500.00
5	19	piece	ERASER, felt, for blackboard/whiteboard	18.00	342.00
6	42	box	PAPER CLIP, vinly/plastic coated, jumbo, 50mm	24.00	1,008.00
7	20	pack	CARTOLINA, assorted colors	90.00	1,800.00
8	1	box	PAPER, parchment	400.00	400.00
9	64	piece	Certificate Holder, Plastic Short	44.00	2,816.00
10	50	meter	Cloth, Colored	58.00	2,900.00
11	20	piece	Correction fluid / Liquid Eraser, pen type, metal point	65.00	1,300.00
12	70	piece	Envelope, Brown Long	3.50	245.00
13	70	piece	Envelope, Brown short	3.00	210.00
14	900	piece	Floor Wax (box/pack)	23.00	20,700.00
15	900	piece	Folder White, Legal	7.00	6,300.00
16	6	unit	Glue Gun Heavy Duty Small	200.00	1,200.00
17	100	piece	Glue Stick (Small Diameter)	5.50	550.00
18	24	bottle	Glue White (min. 240gms)	118.00	2,832.00
19	80	piece	Medal DepED Medium (Gold, Silver, Bronze) Gold (30), Silver (30) Bronze (20)	50.00	4,000.00
20	42	box	Paper Fastener Coated (Plastic)	38.00	1,596.00
21	21	piece	Permanent marker/Pentil Pen, Refillable, Broad Tip, Black	42.00	882.00
22	6	roll	Ribbon, Cloth Satin 2"	105.00	630.00
23	21	piece	Scissors, Big, Heavy Duty	50.00	1,050.00
24	10	packs	Specilaty Board (Long)	42.00	420.00
25	23	roll	Tape Double sided, 1" with Foam	104.00	2,392.00
26	58	roll	Tape Transparent/Scotch Tape/Plastic Tape, 2 "	29.00	1,682.00
27	23	box	Thumbtacks	14.00	322.00
28	60	piece	Whiteboard Pen Refillable	65.00	3,900.00
29	60	bottle	Whiteboard Ink Refill	140.00	8,400.00
30	3	book	RECORD BOOK, 300 PAGES, size: 214mm x278mm min	85.00	255.00
31	120	pack	worx	38.00	4,560.00
32	9	pack	Balloons	180.00	1,620.00
33	2	pcs	data file box (with cover PVC type)	550.00	1,100.00
34	3	ream	Laminating Film, long	940.00	2,820.00
35	71	pack	Specialty Board, short	38.00	2,698.00
36	6	piece	Transparent Balloon strips/chain	50.00	300.00

*** Nothing Follows ***

Total Amount	NINE THOUSAND NINE HUNDRED NINETY SIX PESOS ONLY.	Php	84,786.00
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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:

KEEDEE OFFICE SUPPLIES TRADING
 Signature over Printed Name of Supplier
 2.21.24
 Date

Very truly yours,

MELANIE T. PAREDES
 School Head

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