



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.:	2024-02-004
Address:	Ozamiz City	Date :	FEBRUARY 26, 2024
TIN :	306 794 052 00001	Mode of Procurement :	NP - Small Value Procurement
Tel No./CP No. :	09173112213		

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

Place of Delivery:	TIPAN ELEMENTARY SCHOOL	Delivery Term:	FREE DELIVERY
Date of Delivery:	within 5 calendar days after receipt of PO by the supplier	Payment Term:	CHECK

Item No.	Quantity	Unit	Description	Unit Cost	Amount
1	7	bottle	ALCOHOL, Ethyl, 500 Ml (casino)	92.00	644.00
2	1	gallon	ALCOHOL, Ethyl, 1 Gallon (casino)	497.00	497.00
3	7	box	CLEARBOOK, Legal size	44.00	308.00
4	7	pack	BATTERY, dry cell, size AA (king ever)	20.00	140.00
5	7	pack	BATTERY, dry cell, size AAA (king ever)	20.00	140.00
6	7	piece	BROOM (Walis Ting-ting)	40.00	280.00
7	7	bottle	CLEANER, Toilet Bowl and Urinal (greenex)	47.00	329.00
8	7	pouch	DETERGENT POWDER, all purpose (winner 1kg)	90.00	630.00
9	7	can	DISINFECTANT SPRAY (albatross)	250.00	1,750.00
10	7	piece	DUST PAN	75.00	525.00
11	7	can	FLOOR WAX, paste type, red (starwax)	160.00	1,120.00
12	7	bottle	HAND SOAP, liquid (kleen it 500ml)	85.00	595.00
13	7	pack	SCOURING PAD	90.00	630.00
14	1	pack/roll	TRASHBAG, Large size (secure/coolY no tie)	45.00	45.00
15	1	piece	PHILIPPINE NATIONAL FLAG (ny;on type)	190.00	190.00
16	1	jar	GLUE, all-purpose (bright)	65.00	65.00
17	7	box	STAPLE WIRE, standard (mgk/tm/wells)	40.00	280.00
18	7	piece	CORRECTION TAPE	22.00	154.00
19	7	piece	DATA FILE BOX	170.00	1,190.00
20	7	piece	MARKER, Permanent, Black (mgk)	14.00	98.00
21	7	piece	MARKER, Whiteboard, Black	18.00	126.00
22	7	box	PAPER CLIP, vinly/plastic coated, 33mm	10.00	70.00
23	7	pair	SCISSORS, symmetrical/asymmetrical (mgk/tm/joy)	50.00	350.00
24	7	piece	STAPLER, standard type	120.00	840.00
25	1	pack	CARTOLINA, assorted colors (sinespectra)	90.00	90.00
26	18	ream	PAPER, MULTIPURPOSE A4 (ik one)	195.00	3,510.00
27	4	ream	PAPER, MULTIPURPOSE LEGAL	225.00	900.00
28	1	book	RECORD BOOK, 500 PAGES (valiant)	85.00	85.00
29	1	pack	TOILET TISSUE PAPER, 2 ply (femme/jade)	100.00	100.00
30	1	book	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT (RA 9184)	1,100.00	1,100.00
31	7	bottle	ALCOHOL,70% solution, 250ml (casino)	57.00	399.00
32	7	piece	Ballpen, Black (flex office)	7.00	49.00
33	7	piece	Ballpen, Red (flex office)	7.00	49.00
34	1	unit	Binding and Punching Machine (Binder/Comb Binding, 450sheets binding Capacity, 25 sheet punching capacity up to A4 Size, Heavy Duty (officecom)	4,500.00	4,500.00
35	4	length	Binder Ring, Plastic/PVC 6mm or 1/4", PVC (for 30 sheets)	8.00	32.00
36	4	length	Binder Ring, Plastic/PVC 6mm or 5/16", PVC (for 30 sheets)	8.00	32.00
37	5	length	Binder Ring, Plastic/PVC 10mm or 3/8", PVC (for 70 sheets)	13.00	65.00
38	4	length	Binder Ring, Plastic/PVC 19mm or 3/4", PVC (for 170 sheets)	27.00	108.00
39	12	piece	Cartolina, Colored (sinespectra)	7.50	90.00
40	12	piece	Cartolina, White	7.50	90.00
41	6	piece	Load Card (100) - SMART	110.00	660.00
42	5	piece	Certificate Holder, Plastic A4	44.00	220.00
43	7	piece	Clearbook, 60 pockets, Legal Size	140.00	980.00
44	5	meter	Cloth, Colored (alpha geena)	60.00	300.00
45	5	meter	Cloth, White (alpha geena)	60.00	300.00
46	7	piece	Correction fluid / Liquid Eraser, pen type, metal point (dong a)	75.00	525.00
47	6	piece	Curtain	600.00	3,600.00

48	5	meter	Curtain Cloth (alpha geena)	58.00	290.00
49	7	bottle	Dishwas Liquid, min. 250ml (winner)	53.00	371.00
50	7	piece	DUSTER	120.00	840.00
51	7	piece	Envelope, Expanded, Long, Assorted colors	16.00	112.00
52	1	piece	EXTERNAL HARD DRIVE, 2TB	4,300.00	4,300.00
53	7	box	Face Mask, Medical Grade, 3ply, White color, FDA approved	55.00	385.00
54	7	piece	Floor Wax (box/pack) (starwax)	23.00	161.00
55	15	piece	Folder Colored Long	10.00	150.00
56	50	piece	Folder White, A4	8.00	400.00
57	50	piece	Folder White, Legal	7.00	350.00
58	14	piece	Glue Stick (Small Diameter)	5.00	70.00
59	1	pair	Grass Scissors	330.00	330.00
60	1	box	Gun Tacker Wire (tolsen)	55.00	55.00
61	2	bottle	Ink for Brother Printer, Black	430.00	860.00
62	1	bottle	Ink for Brother Printer, Cyan	430.00	430.00
63	1	bottle	Ink for Brother Printer, Magenta	430.00	430.00
64	1	bottle	Ink for Brother Printer, Yellow	430.00	430.00
65	3	bottle	Ink Original Epson, 003 Black	300.00	900.00
66	3	bottle	Ink Original Epson, 003 Cyan	310.00	930.00
67	3	bottle	Ink Original Epson, 003 Magenta	310.00	930.00
68	3	bottle	Ink Original Epson, 003 Yellow	310.00	930.00
69	1	roll	Laminating Film 125 micron 100 meters (yassen/quaff)	1,300.00	1,300.00
70	1	gallon	Liquid Hand Soap, 1gallon	275.00	275.00
71	5	piece	Medal Academic (Gold, Silver, Bronze)	22.00	110.00
72	5	piece	Medal DepED Large (Gold, Silver, Bronze)	65.00	325.00
73	5	piece	Medal DepED Small (Gold, Silver, Bronze)	45.00	225.00
74	2	piece	Medal Sports Big (Gold, Silver, Bronze)	50.00	100.00
75	2	piece	Medal Sports Small (Gold, Silver, Bronze)	50.00	100.00
76	6	bottle	Muriatic acid 1000ml	125.00	750.00
77	7	box	Paper Fastener Coated (Plastic)	40.00	280.00
78	7	piece	Permanent marker/Pentil Pen, Refillable, Broad Tip, Black (pilot)	45.00	315.00
79	1	pack	Photopaper (Double-sided), A4, 20pcs/pack (stellar)	80.00	80.00
80	1	pack	Photopaper, A4, 20pcs/pack (stellar)	80.00	80.00
81	7	piece	Rug/Doormat, Cotton material	55.00	385.00
82	7	piece	Scissors, Big, Heavy Duty (mgk/joy)	50.00	350.00
83	7	piece	Sign pen 0.5, Black (mygel/deli)	25.00	175.00
84	1	pack	Specialty Paper, 90gsm, A4 (worx)	28.00	28.00
85	1	pack	Sticker Paper Glossy A4 20's/pack (joy)	38.00	38.00
86	7	roll	Tape Transparent/Scotch Tape/Plastic Tape, 3 " (croco)	65.00	455.00
87	7	piece	Toilet Bowl Cleaner (greenex)	47.00	329.00
88	1	pack	Trash Bag, Black Large 26" x 32", 10pcs/pack	50.00	50.00
89	3	ream	PAPER, Multi-Purpose, A4, 70 gsm (ik-one)	195.00	585.00
90	1	pack	Worx 90 GSM A4 Specialty Paper (White)	28.00	28.00
91	7	piece	Expanded Envelope long orange	17.00	119.00
92	7	piece	Cartolina, neon colors, assorted	17.00	119.00
93	5	meter	Cloth, ethnic	100.00	500.00
94	7	piece	Expanded Envelope, Brown, hard	17.00	119.00
95	1	piece	Extension Wire 10 meters	610.00	610.00
96	1	ream	Laminating Film, long (yassen/quaff)	900.00	900.00
97	7	piece	Plastic Flowers	25.00	175.00
98	7	piece	Plastic Leaves	25.00	175.00
99	7	box	Thumbstack	15.00	105.00

*** Nothing Follows ***

Total Amount	FIFTY ONE THOUSAND SIX HUNDRED NINETEEN PESOS ONLY	Php	51,619.00
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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

Date

MARLON A. GORDOVE
School Head

Fund Cluster : REGULAR MOOE

ORS/BURS No. :

Funds Available :

Date of the ORS/£

Amount :