



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 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:	DIEGO TUASTOMBAN ES	Delivery Term:	FREE DELIVERY
Date of Delivery:	<del>02-27-2024</del> calendar days after receipt of PO by the supplier	Payment Term:	Check upon delivery

Item No.	Quantity	Unit	Description	Unit Cost	Amount
0					
1	4	gallon	ALCOHOL, Ethyl, 1 Gallon	497.00	1,988.00
2	8	piece	BROOM (Walis Tambo)	120.00	960.00
3	4	pouch	DETERGENT POWDER, all purpose	90.00	360.00
4	8	piece	DUST PAN	75.00	600.00
5	7	can	FLOOR WAX, paste type, red	155.00	1,085.00
6	2	piece	MOPHANDLE, heavy duty	150.00	300.00
7	2	piece	MOPHEAD, made of rayon	150.00	300.00
8	3	piece	PHILIPPINE NATIONAL FLAG	320.00	960.00
9	7	piece	STAPLE WIRE, standard	40.00	280.00
10	8	roll	TAPE, masking, 24mm	24.00	192.00
11	8	roll	TAPE, transparent, 24mm	19.00	152.00
12	8	roll	TAPE, transparent, 48 mm	29.00	232.00
13	5	box	FASTENER	40.00	200.00
14	8	box	PAPER CLIP, vinly/plastic coated, jumbo, 50mm	25.00	200.00
15	1	box	RUBBER BAND No. 18	190.00	190.00
16	4	pack	CARTOLINA, assorted colors	90.00	360.00
17	30	ream	PAPER, MULTIPURPOSE A4	195.00	5,850.00
18	5	ream	PAPER, MULTIPURPOSE LEGAL	225.00	1,125.00
19	1	box	PAPER, parchment	420.00	420.00
20	3	pack	TOILET TISSUE PAPER, 2 ply	140.00	420.00
21	16	piece	Ballpen Black	7.00	112.00
22	16	piece	Ballpen, Red	7.00	112.00
23	5	box	Clay, Modeling Clay 10color/box	45.00	225.00
24	1	pack	Construction Paper (long)	245.00	245.00
25	8	piece	Correction Tape refillable, round type	70.00	560.00
26	4	piece	Dipper	40.00	160.00
27	8	piece	DUSTER	120.00	960.00
28	100	piece	Envelope, Brown Long	3.50	350.00
29	200	piece	Envelope, Brown short	3.00	600.00
30	20	piece	Envelope, Expanded, Long, Assorted colors	17.00	340.00
31	300	piece	Folder White, Legal	7.00	2,100.00
32	5	pack	Glitter Paper	85.00	425.00
33	8	piece	Glue Gun Heavy Duty Small	250.00	2,000.00
34	120	piece	Glue Stick (Small Diameter)	5.00	600.00
35	8	piece	Glue White (min. 130gms)	62.00	496.00
36	20	piece	Illustration Board (1/2)	30.00	600.00
37	3	bottle	Ink Original Epson, 003 Black	300.00	2,400.00
38	5	bottle	Ink Original Epson, 003 Cyan	310.00	1,550.00
39	5	bottle	Ink Original Epson, 003 Magenta	310.00	1,550.00

40	5	bottle	Ink Original Epson, 003 Yellow	310.00	1,550.00
41	250	piece	Laminating Film 125 micron A4	9.00	2,250.00
42	1	unit	Laminating machine	4,250.00	4,250.00
43	70	piece	Manila Paper	6.00	420.00
44	95	piece	Medal DepED Medium (Gold, Silver, Bronze)	55.00	5,225.00
45	12	piece	Mugs	80.00	960.00
46	1	ream	Oslo Paper	275.00	275.00
47	35	piece	Pencil No. 2	7.00	245.00
48	8	piece	Permanent marker/Pentel Pen, Refillable, Fine Tip, Black	45.00	360.00
49	7	bottle	Permanent/Pentel Ink Refill, Black	90.00	630.00
50	5	pack	Photopaper, A4, 20pcs/pack	85.00	425.00
51	8	box	Pins, push type, Plastic head	25.00	200.00
52	1	unit	PRINTER Eco Tank All-in-One Ink Tank (print,scan,copy), No	9,900.00	9,900.00
53	8	piece	Rug/towel, face towe size, Cotton/Microfiber	15.00	120.00
54	10	piece	Rug/Doormat, Cotton material	55.00	550.00
55	4	roll	Ribbon, Cloth Satin 2" (Royal Blue-2 roll; Red 2 roll)	250.00	1,000.00
56	8	piece	Scissors, Medium, Heavy Duty	50.00	400.00
57	6	piece	Sign pen 0.5, Blue	25.00	150.00
58	16	piece	Sign pen 0.5, Black	25.00	400.00
59	10	pack	Specilaty Board (Long), white	45.00	450.00
60	2	pack	Sticker Paper Mat A4 20's/pack	37.00	74.00
61	10	piece	Styrofor 2x4	50.00	500.00
62	8	roll	Tape Double sided, 1"	35.00	280.00
63	10	meter	Alphagina Cloth (red)	60.00	600.00
64	10	meter	Alphagina Cloth (royal blue)	60.00	600.00
65	10	meter	Alphagina Cloth (yellow)	60.00	600.00
66	2	dozen	Fork	165.00	330.00
67	24	piece	Pencil Sharpener	8.00	192.00
68	1	dozen	Plate, glass, transparent	1,500.00	1,500.00
69	3	piece	Soup Bowl, big	200.00	600.00
70	30	pack	Specialty Board A4, white	40.00	1,200.00
71	2	dozen	Spoon	165.00	330.00
72	4	piece	Water Refill Container	200.00	800.00
Total Amount		<b>SIXTY EIGHT THOUSAND NINE HUNDRED TWENTY FIVE PESOS ONLY</b>		<b>Php</b>	<b>68,925.00</b>

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

Very truly yours,

**LIDA L. BACO**  
School Head

Fund Cluster : mooe

Funds Available :

ORS/BURS No. :

Date of the ORS/BURS

Amount :