


**PURCHASE ORDER**


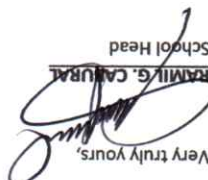

 Department of Education  
 Region X – Northern Mindanao  
**DIVISION OF OZAMIZ CITY**  
 IBJT Compound Carangan, Ozamiz City  
 Tel. No. (088) 545-0988; Fax No. (088) 545-0990

**Supplier:** KEEDDE OFFICE SUPPLIES TRADING  
**Address:** Ozamiz City  
**TIN:** 306 794 052 0001  
**Supplier's Tel No./CP No.:**

**P.O. NO.:** 2024-03-006  
**Date:** 03/13/2024  
**Mode of Procurement:** NP - Small Value  
**Procurement:** Procurement

Please furnish this Office the following articles subject to the terms and conditions contained herein:  
 Place of Delivery: San Antonio Elementary School  
 Delivery Term: free delivery  
 Date of Delivery: 5 calendar days after receipt of PO by the supplier  
 Payment Term: payment after delivery

Item No.	Quantity	Unit	Description	Unit Cost	Amount
1	2	pcs	TAPE, Electrical	20.00	40.00
2	2	box	CLIP,Backfold 19mm	18.00	36.00
3	2	box	CLIP,Backfold 25mm	25.00	50.00
4	2	box	CLIP,Backfold 32mm	33.00	66.00
5	2	box	CLIP,Backfold 50mm	78.00	156.00
6	5	pc	CORRECTION TAPE	22.00	110.00
7	2	box	PAPER PARCHMENT	420.00	840.00
8	19	cart.	Black INK CARTRIDGE, EPSON C131664100 (16641),	295.00	5,605.00
9	19	cart.	Cyan INK CARTRIDGE, EPSON C131664100 (16642),	300.00	5,700.00
10	19	cart.	Magenta INK CARTRIDGE, EPSON C131664100 (16643),	300.00	5,700.00
11	19	cart.	Yellow INK CARTRIDGE, EPSON C131664100 (16644),	300.00	5,700.00
12	2	units	Printer (basic) (print only)	6,500.00	13,000.00
13	22	pcs.	Correction Tape Refill (DongA) round type	44.00	968.00
14	24	bot	Glue White, 473 mL	400.00	9,600.00
15	10	bot	Ink Original Epson, 003 Black	295.00	2,950.00
16	4	bot	Ink Original Epson, 003 Cyan	300.00	1,200.00
17	4	bot	Ink Original Epson, 003 Magenta	300.00	1,200.00
18	4	bot	Ink Original Epson, 003 Yellow	300.00	1,200.00
19	10	pck	Photopaper, A4, 20pcs/pack	78.00	780.00
20	10	pack	Sticker Paper Mat A4 20's/pack	37.00	370.00
21	40	pc	Whiteboard Pen, Refillable	62.00	2,480.00
22	20	bot	Whiteboard Ink Refill	140.00	2,800.00
TOTALS					
				Php	60,551.00

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.  
 Conforms:  Signature Over Printed Name of Supplier  
 KEEDDE OFFICE SUPPLIES TRADING  
 School Head  
 RAIMIL G. CAJURAN  
 Very truly yours,

Fund Cluster: REGULAR MOOE  
 ORS/BURS No.:  
 Funds Available: 111,923.71  
 Date of the ORS/f:  
 Amount: