



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.:	2024-03-0013
Address:	Ozamiz City	Date :	MARCH 12, 2024
TIN :	306-794-052001	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:	MISAMIS ANNEX INTEGRATED SCHOOL	Delivery Term:	Free Delivery
Date of Delivery:	3 DAYS AFTER THE RECEIPT OF PO	Payment Term:	Check on date

Item No.	Quantity	Unit	Description	Unit Cost	Amount
1	150	pcs	Envelope, Brown A4	5.00	750.00
2	100	pcs	Envelope, Brown Long	3.50	350.00
3	73	pcs	Folder Expandable, Long	22.00	1,606.00
4	20	botl	Ink for Brother Printer, Black	420.00	8,400.00
5	20	botl	Ink for Brother Printer, Cyan	420.00	8,400.00
6	20	botl	Ink for Brother Printer, Magenta	420.00	8,400.00
7	20	botl	Ink for Brother Printer, Yellow	420.00	8,400.00
8	1	Unit	Printer Wi-Fi All-in-One Ink Tank Printer with ADF/Feeder -EPSON 5290	16,500.00	16,500.00
9	20	pcs	Clearbook, Legal size	42.00	840.00
10	5	pcs	Sign Pen, Fine Tip, Black	25.00	125.00
11	5	pcs	Sign Pen, Fine Tip, Blue	25.00	125.00
12	2	pcs	Battery Dry Cell, size AA	20.00	40.00
13	2	pcs	Battery Dry Cell, size AAA	20.00	40.00
14	10	bottle	HAND SOAP, liquid	85.00	850.00
15	1	pcs	Philippine National Flag	320.00	320.00
16	10	pack	Tissue , Interfolded Paper Towel	60.00	600.00
17	10	pack	Toilet Tissue Paper, 2 ply	105.00	1,050.00
18	25	pcs	Ballpen Black	7.00	175.00
19	25	pcs	Ballpen Blue	7.00	175.00
			XXX		

*** Nothing Follows ***

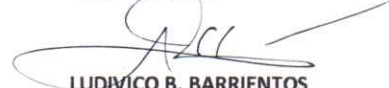
Total Amount	FIFTY SEVEN THOUSAND ONE HUNDRED FORTY SIX PESOS	Php	57,146.00
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In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.

Conforme:


KEEDEE OFFICE SUPPLIES TRADING
 Signature over Printed Name of Supplier
 3-18-2024
 Date

Very truly yours,


LUDIVICO B. BARRIENTOS
 School Head

Fund Cluster :	MOOE - ELEMENTARY	ORS/BURS No. :	
Funds Available :	57,146.00	Date of the ORS/BURS:	
		Amount :	