

Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

SP
above - M

PURCHASE ORDER

Supplier: KEEDEE OFFICE SUPPLIES TRADING P.O. NO.: 2024-04-027
Address: Ozamiz City Date: 3-Apr-2024
TIN: _____ Mode of Payment: Shopping

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

Place of Delivery: Division of Ozamiz City Delivery Term: _____
Date of Delivery: Within 15 days from the receipt of P.O. 1st Qtr. Supplies Payment Term: _____

Items/ Priority No.	Unit	Description	Quantity	Unit Cost	Amount
1	bottle	ALCOHOL, Ethyl, 500 ml	5	92.00	460.00
2	gallon	ALCOHOL, Ethyl, 1 Gallon	4	498.00	1,992.00
3	piece	SIGN PEN, Medium Tip, Black	13	27.00	351.00
4	piece	SIGN PEN, Medium Tip, Blue	20	27.00	540.00
5	piece	SIGN PEN, Medium Tip, Red	5	27.00	135.00
6	pack	BATTERY, dry cell, size AA	19	20.00	380.00
7	pack	BATTERY, dry cell, size AAA	13	20.00	260.00
8	piece	BROOM (Walls Tambol)	1	115.00	115.00
9	bottle	CLEANER, Toilet Bowl and Urinal	5	45.00	225.00
10	can	CLEANER, Scouring Powder	2	45.00	90.00
11	bar	DETERGENT BAR	10	14.00	140.00
12	pouch	DETERGENT POWDER, all purpose	8	90.00	720.00
13	can	DISINFECTANT SPRAY	2	250.00	500.00
14	piece	Envelope, Expanded, Long, Assorted colors	25	17.00	425.00
15	piece	Folder Expandable, Long	10	20.00	200.00
16	piece	Folder White, Legal	99	7.00	693.00
17	piece	Folder White, Short	10	6.00	60.00
18	PIECE	Highlighter Branded	14	24.00	336.00
19	piece	Bulb LED min. 15 watt	2	300.00	600.00
20	piece	Bulb LED min. 9 watt	2	170.00	340.00
21	bottle	Liquid Hand Soap, Foaming min. 225ml, antibacterial	2	140.00	280.00
22	piece	Mouse, Optical wireless, Branded with battery	3	440.00	1,320.00
23	piece	Paint Brush #4	1	110.00	110.00
24	tube	Pencil LEAD, for mechanical pencil, 0.5mm, 12 pcs/tube	4	36.00	144.00
25	piece	Pencil No. 2	17	7.00	119.00
26	pack	Photopaper (Double-sided), A4, 20pcs/pack	16	85.00	1,360.00
27	pack	Photopaper Glossy 270gsm RC A4 20 sheets/brick	2	439.00	878.00
28	ream	Specialty Paper, Ivory/Light Yellow, 90GSM, LONG, 500sheets/box	1	1,155.00	1,155.00
29	piece	Sponge	1	20.00	20.00
30	pack	Sponger Paper Mat A4 20's/pack	5	37.00	185.00
31	pack	Sticker Paper Glossy A4 20's/pack	12	37.00	444.00
32	roll	Tape Double sided, 1"	3	32.00	96.00
33	roll	Tape Double sided, 2"	1	54.00	54.00
34	roll	Tape Masking 1"	1	29.00	29.00
35	roll	Tape Transparent/Scotch Tape/Plastic Tape, 1"	9	19.00	171.00
36	roll	Tape Transparent/Scotch Tape/Plastic Tape, 2"	5	29.00	145.00
37	roll	Tape Transparent/Scotch Tape/Plastic Tape, 3"	2	65.00	130.00
38	piece	Tissue JRT, Big Roll, 2ply min. of 200m/roll	48	118.00	5,664.00
39	piece	Toilet Bowl Cleaner	7	85.00	595.00
40	pack	Trash Bag, Black Small 16" x 20", 10pcs/pack	5	32.00	160.00
41	pack	Trash Bag, Black Medium 22" x 24", 10pcs/pack	16	57.00	912.00
42	reams	PAPER, Multi-Purpose, A4, 70 gsm	18	200.00	3,600.00
43	book	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	1	86.00	86.00
44	book	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	16	57.00	912.00
45	piece	GLOSSY PHOTO PAPER A4 SIZE PACKS (20 sheets per pack)-230GSM	18	200.00	3,600.00
46	pcs	Expanded Envelope long blue	1	86.00	86.00
47	piece	Cabinet 3-layer Drawer Plastic Material	2	112.00	224.00
48	piece	Folder with Clip (Legal)	3	320.00	960.00
49	piece	Expanded Envelope long yellow	33	17.00	561.00
50	piece	HDMI Cord	4	1,500.00	6,000.00
51	roll	Paper Towel	3	90.00	270.00
52	pack	Powdered soap	16	17.00	272.00
53	pack	Specialty Paper, Legal Size	2	220.00	440.00
			3	72.00	216.00
			1	90.00	90.00
			1	42.00	42.00
				PHIP	35,294.00

Total Amount in Thirty Five Thousand Two Hundred Ninety Four pesos only

In case of failure (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.

Conforme: [Signature]
Signature over Printed Name of Supplier
Y. 15-24
Date

Very truly yours,
[Signature]
NIMFA R. LAGO, CESO V
Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent

Fund Cluster: _____
Funds Available: _____
MARICEL D. AVILA
Accountant III

ORS/BURS No.: _____
Date of the ORS/BURS: _____
Amount: _____