

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

PURCHASE ORDER

Supplier:	OZAMIZ KRISTAN & GENERAL MDSE.	P.O. NO.:	2024-04-028
Address:	Ozamiz City	Date:	3-Apr-2024
TIN:		Mode of Procurement:	Shopping

Gentlemen:  
 Please furnish this Office the following articles subject to the terms and conditions contained herein:  
 Place of Delivery: Division of Ozamiz City  
 Date of Delivery: within 15 days from the receipt of P.O. (1st Quarter Supplies)  
 Delivery Term:  
 Payment Term:

Stock/ Property No.	Unit		Quantity	Unit Cost	Amount	
1	piece	SIGN PEN, Extra Fine Tip, Black	19	26.00	494.00	
2	piece	SIGN PEN, Fine Tip, Black	40	35.00	1,400.00	
3	piece	SIGN PEN, Extra Fine Tip, Blue	20	26.00	520.00	
4	piece	SIGN PEN, Fine Tip, Blue	35	35.00	1,225.00	
5	can	AIR FRESHENER	8	120.00	960.00	
6	piece	Envelope, Brown A4	10	3.00	30.00	
7	piece	Envelope, Brown Long	52	3.00	156.00	
8	piece	Envelope, Brown short	39	2.00	78.00	
9	piece	Folder White, A4	20	6.00	120.00	
10	bottle	Glass Cleaner Liquid Spray 500ml	1	180.00	180.00	
11	bottle	Glue White (min. 130gms)	1	60.00	60.00	
12	bottle	Glue White (min. 240gms)	1	65.00	65.00	
13	bottle	Ink for Brother Printer, Black	1	400.00	400.00	
14	piece	Medal DepED Large (Gold, Silver, Bronze)	9	60.00	540.00	
15	box	Paper Fastener Coated (Plastic)	1	40.00	40.00	
16	piece	PENCIL, mechanical, for 0.5mm lead	4	32.00	128.00	
17	piece	Permanent marker/Pentil Pen, Refillable, Broad Tip, Black	11	38.00	418.00	
18	piece	Permanent marker/Pentil Pen, Refillable, Fine Tip, Black	10	38.00	380.00	
19	piece	Permanent marker/Pentil Pen, Refillable, Fine Tip, Blue	4	38.00	152.00	
20	pack	Photopaper, A4, 20pcs/pack	7	80.00	560.00	
21	piece	Plastic Envelope, Expandable with handle, Long size	4	80.00	320.00	
22	piece	Sign pen 0.5, Green	14	26.00	364.00	
23	piece	Sign pen 0.5, Blue	50	26.00	1,300.00	
24	piece	Sign pen 0.5, Black	31	26.00	806.00	
25	packs	Specialty Paper, 90gsm, A4	2	24.00	48.00	
26	packs	Specialty Paper, 90gsm, Long	3	26.00	78.00	
27	packs	Specialty Paper, 200gsm, A4	8	35.00	280.00	
28	packs	Specialty Paper, 200gsm, Long	12	40.00	480.00	
29	box	Staple wire #10	1	10.00	10.00	
30	pack	Sticky Notes 3"x3"	18	30.00	540.00	
31	rool	Sticky Notes 3"x3"	4	300.00	1,200.00	
32	piece	Toilet Deodorizer, 100g	7	65.00	455.00	
33	pack	Trash Bag, Black Large 26" x 32", 10pcs/pack	5	80.00	400.00	
34	piece	USB Flash Drive 3.0, 32GB	4	420.00	1,680.00	
35	set	Ballpen 0.3mm Tip Ball Pen Ball Pens Fine Point Pen 12 pcs (Black)	1	840.00	840.00	
36	piece	Floor Marking Tape	1	200.00	200.00	
37	pcs	data file box ( with cover PVC type)	1	550.00	550.00	
38	ream	Laminating Film, long	1	800.00	800.00	
39	book	Record Book 150 pages	2	80.00	160.00	
<b>Total Amount in</b>				<b>Eighteen Thousand Four Hundred seventeen pesos only.</b>	<b>PHP</b>	<b>18,417.00</b>

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

Conforme: OZAMIZ KRISTAN EDUCATIONAL AND GEN. MERCHANDISE  
 Signature: [Signature] Printed Name of Supplier  
 Date: 4/15/24

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

Fund Cluster : \_\_\_\_\_  
 Funds Available : \_\_\_\_\_

[Signature]  
**MARICEL D. AVILA**  
 Accountant III

ORS/BURS No. : \_\_\_\_\_  
 Date of the ORS/BURS: \_\_\_\_\_  
 Amount : \_\_\_\_\_