

**PURCHASE ORDER**  
DEPED, DIVISION OF OZAMIZ CITY

Supplier : <b>KEEDEE OFFICE SUPPLIES TRADING</b>	P.O. No. : 2024-08-000
Address : <b>OZAMIZ CITY</b>	Date : 8-22-24
TIN : <b>306-794-052-00001</b>	Mode of Procurement : shopping

Gentlemen:

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

Place of Delivery : <u>GUINGONA INTEGRATED SCHOOL</u>	Delivery Term : 3-5 days
Date of Delivery :	Payment Term : on or after delivery

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	ream	PAPER, MULTIPURPOSE A4, 70gsm - bright white	40	187.00	7,480.00
5	roll	Double-Sided Tape, 2inch - croco	10	55.00	550.00
6	piece	Stapler #35 - tm	3	112.00	336.00
7	bottle	CLEANER, Toilet Bowl and Urinal-greenex 250ml	8	47.00	376.00
9	can	DISINFECTANT SPRAY - albatros	8	240.00	1,920.00
10	can	FLOOR WAX, paste type, red - starwax 450g	8	155.00	1,240.00
11	bottle	HAND SOAP, liquid - kleen-it	9	85.00	765.00
12	box	STAPLE WIRE, heavy duty (binder type), 23/13 - deli	5	45.00	225.00
14	box	CLIP, backfold, 32mm- tm	8	32.00	256.00
16	pack	FOLDER with tab, A4 - system	3	650.00	1,950.00
18	pack	TOILET TISSUE PAPER, 2 ply - femme 12/pack	8	138.00	1,104.00
19	can	INSECTICIDE - mortein 500ml	8	365.00	2,920.00
21	piece	DUST PAN	9	68.00	612.00
22	pack	Worx, Legal, 90gsm - worx	36	30.00	1,080.00
23	length	Binder Ring, Plastic/PVC 6mm or 1/4", PVC (for 30 sheets)	5	8.00	40.00
24	length	Binder Ring, Plastic/PVC 6mm or 5/16", PVC (for 30 sheets)	5	8.00	40.00
26	length	Binder Ring, Plastic/PVC 19mm or 3/4", PVC (for 170 sheets)	5	27.00	135.00
27	box	PVC (PLASTIC COVER CLEAR) A4 - quaff	2	650.00	1,300.00
29	unit	PRINTER Eco Tank All-in-One Ink Tank (print,scan,copy), No wifi - epson L3210	1	9,300.00	9,300.00
30	unit	Printer, print only - epson L121	1	6,200.00	6,200.00
31	unit	Television Set, 43", smart with bracket - panatone	2	13,000.00	26,000.00
32	unit	Laminator - quaff	1	3,900.00	3,900.00
33	piece	Paper Cutter, A4 - officecom	1	550.00	550.00
					-
				<b>Total Amount:</b>	<b>68,279.00</b>

(Total Amount in Words) Sixty Eight Thousand Two Hundred Seventy Nine Pesos and No Cents

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  
00173112213

Signature over Printed Name of Supplier

8-22-24

Date

Very truly yours,

**GEM P. ACAPULCO**Signature over Printed Name of  
Authorized Official**SCHOOL HEAD**

Designation

Fund Cluster :	_____
Funds Available :	_____
Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit	

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