



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.:	2025-02-001
Address:	OZAMIZ CITY	Date :	02/12/2025
Phone No.:	306-794-052-001	Mode of Procurement :	Shopping
Account No./CP No. :	9173112213		

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

Place of Delivery:	NARCISO B. LEDESMA CS/ TABID, OZ. CITY	Delivery Term:	cash upon delivery
Date of Delivery:	within 5 calendar days after receipt of PO by the supplier	Payment Term:	cash

Item No.	Quantity	Unit	Description	Unit Cost	Amount
				92.00	1,932.00
1	21	bottle	ALCOHOL, Ethyl, 500 mL	26.00	104.00
2	4	piece	SIGN PEN, Medium Tip, Black	20.00	80.00
3	4	pack	BATTERY, dry cell, size AA	52.00	52.00
4	1	bottle	CLEANER, Toilet Bowl and Urinal	54.00	108.00
5	2	pouch	DETERGENT POWDER, all purpose	320.00	640.00
6	2	piece	PHILIPPINE NATIONAL FLAG	75.00	750.00
7	10	piece	LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts	340.00	680.00
8	2	pack	FOLDER with tab, Legal	24.00	72.00
9	3	box	PAPER CLIP, vinly/plastic coated, jumbo, 50mm	83.00	1,743.00
10	21	pack	CARTOLINA, assorted colors	180.00	19,800.00
11	110	ream	PAPER, MULTICOPY A4	200.00	9,600.00
12	48	ream	PAPER, MULTICOPY LEGAL	90.00	180.00
13	2	book	RECORD BOOK, 300 PAGES	107.00	535.00
14	5	pack	TOILET TISSUE PAPER, 2 ply	325.00	1,625.00
15	5	cart	INK CARTRIDGE, EPSON C13T664100 (T6641), Black	330.00	1,650.00
16	5	cart	INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan	330.00	1,650.00
17	5	cart	INK CARTRIDGE, EPSON C13T664300 (T6643), Magenta	330.00	1,650.00
18	5	cart	INK CARTRIDGE, EPSON C13T664400 (T6644), Yellow	50.00	1,050.00
19	21	bottle	BLEACHING SOLUTION	44.00	4,400.00
20	100	piece	CERTIFICATE HOLDER		-
<b>*** Nothing Follows ***</b>					
<b>Total Amount</b>				<b>Php</b>	<b>48,301.00</b>

**FOURTY EIGHT THOUSAND THREE HUNDRED ONE PESOS ONLY.**

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:  
  
**DEBBIE E. OLMOGUEZ**  
 KEEDEE OFFICE SUPPLIES TRADING  
 Signature over Printed Name of Supplier  
 02-17-25  
 Date

Very truly yours,  
  
**MELANIE T. PAREDES**  
 School Head

Fund Cluster :	maoe	ORS/BURS No. :	
Funds Available :		Date of the ORS/BURS:	
		Amount :	