



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

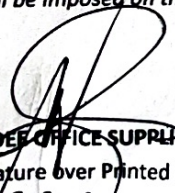
Supplier:	KEEDEE OFFICE SUPPLIES TRADING	P.O. NO.:	2025-02-006
Address:	JAMISOLA EXT. STA. LUCIA DIST. PAGADIAN CITY	Date :	February 10, 2025
TIN :	306-794-052-000	Mode of Procurement :	Shopping
Tel No./CP No. :	9173112213		

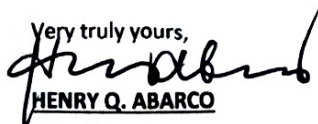
Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery:	GREGORIO A. SAQUIN ES	Delivery Term:	FREE DELIVERY
Date of Delivery:	5 calendar days after receipt of PO by the supplier	Payment Term:	CHECK UPON DELIVERY

Item No.	Quantity	Unit	Description	Unit Cost	Amount
1	20	piece	SIGN PEN, Fine Tip, Black	26.00	520.00
2	20	piece	BATTERY, dry cell, size AA	20.00	400.00
3	20	piece	BATTERY, dry cell, size AAA	18.00	360.00
4	10	piece	BROOM (Walis Tambo)	115.00	1,150.00
5	10	piece	BROOM (Walis Ting-ting)	40.00	400.00
6	20	bottle	CLEANER, Toilet Bowl and Urinal	52.00	1,040.00
7	20	pouch	DETERGENT POWDER, all purpose	54.00	1,080.00
8	50	can	FLOOR WAX, paste type, red	289.00	14,450.00
9	20	bottle	HAND SOAP, liquid, 500mL	88.00	1,760.00
10	10	piece	INK, for stamp pad	20.00	200.00
11	20	bottle	GLUE, all-purpose	55.00	1,100.00
12	3	pack	FOLDER with tab, Legal	340.00	1,020.00
13	10	box	PAPER CLIP, vinly/plastic coated, jumbo, 50mm	24.00	240.00
14	10	box	PENCIL, lead/graphite, with eraser	70.00	700.00
15	10	piece	SCISSORS, symmetrical/asymmetrical	50.00	500.00
16	100	ream	PAPER, MULTIPURPOSE A4	180.00	18,000.00
17	2	ream	PAPER, parchment	350.00	700.00
18	10	pack	TOILET TISSUE PAPER, 2 ply	77.00	770.00
19	30	piece	Ballpen, green	7.00	210.00
20	10	bottle	Whiteboard Marker Ink Refill, black	75.00	750.00
21	50	piece	Ballpen, black	7.00	350.00
22	50	piece	Ballpen, red	7.00	350.00
23	170	piece	Medal, DepEd Medium	38.00	6,460.00
24	20	roll	Tape, double sided 2"	58.00	1,160.00
25	1	unit	Ring Binder Machine	4,500.00	4,500.00
26	1	unit	Laminating Machine, A4	3,750.00	3,750.00
27	2	ream	PVC Cover, A4	600.00	1,200.00
28	2	ream	Laminating Film A4	790.00	1,580.00
29	10	pack	Photopaper	85.00	850.00
30	9	piece	HDMI Cord, 5m	295.00	2,655.00
Total Amount	Sixty Eight Thousand Two Hundred Five pesos only			Php	68,205.00

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
2-17-2025
 Date

Very truly yours,

HENRY Q. ABARCO
 School Head

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