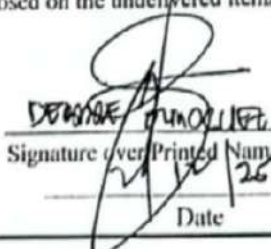



PURCHASE ORDER
DEPED. DIVISION OF OZAMIZ CITY

| Supplier KEEDEF OFFICE SUPPLIES TRADING | | P.O. No. : 2025 - 02 - 0001 | | | |
|---|--------|---|---------------|-----------|-----------|
| Address OZAMIZ CITY | | Date : 02/ 11 / 2025 | | | |
| TIN : 306-794-052-00001 | | Mode of Procurement : | | | |
| Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein: | | | | | |
| Place of Delivery : DIEGO TUASTOMBAN ELEMENTARY SCHOOL | | Delivery Term : Pick Up | | | |
| Date of Delivery : | | Payment Term : CASH ON DELIVERY | | | |
| Stock/ Property No. | Unit | Description | Quantity | Unit Cost | Amount |
| 1 | piece | CLEARBOOK, Legal size | 1 | 45.00 | 45.00 |
| 2 | piece | SIGN PEN, Fine Tip, Black | 14 | 26.00 | 364.00 |
| 3 | piece | SIGN PEN, Fine Tip, Blue | 2 | 25.00 | 50.00 |
| 4 | piece | FLASH DRIVE | 2 | 275.00 | 550.00 |
| 5 | bottle | GLUE, all-purpose | 8 | 55.00 | 440.00 |
| 6 | roll | TAPE, transparent, 24mm | 15 | 20.00 | 300.00 |
| 7 | piece | MARKER, Fluorescent | 16 | 24.00 | 384.00 |
| 8 | piece | MARKER, Permanent, Black | 14 | 8.00 | 112.00 |
| 9 | piece | SCISSORS, symmetrical/asymmetrical | 8 | 50.00 | 400.00 |
| 10 | piece | STAPLER, standard type | 8 | 107.00 | 856.00 |
| 11 | ream | PAPER, MULTIPURPOSE A4 | 100 | 180.00 | 18,000.00 |
| 12 | ream | PAPER, parchment | 1 | 350.00 | 350.00 |
| 13 | box | LAMINATING FILM | 1 | 790.00 | 790.00 |
| 14 | roll | DOUBLE SIDED TAPE | 14 | 32.00 | 448.00 |
| 15 | piece | MEDAL | 130 | 38.00 | 4,940.00 |
| 16 | piece | BROOM (Walis Tambo) | 8 | 115.00 | 920.00 |
| 17 | pouch | DETERGENT POWDER, all purpose | 8 | 54.00 | 432.00 |
| 18 | piece | DUST PAN | 8 | 65.00 | 520.00 |
| 19 | can | FLOOR WAX, paste type, red | 5 | 289.00 | 1,445.00 |
| 20 | unit | ELECTRIC FAN, stand type | 2 | 1,650.00 | 3,300.00 |
| 21 | pack | TOILET TISSUE PAPER, 2 ply | 4 | 109.00 | 436.00 |
| 22 | bottle | Permanent Marker Ink, black | 7 | 45.00 | 315.00 |
| 23 | unit | PRINTER Eco Tank All-in-One Ink Tank (print,scan,copy), No wifi | 1 | 9,200.00 | 9,200.00 |
| 24 | roll | Ribbon, 2", red | 1 | 220.00 | 220.00 |
| 25 | roll | Ribbon, 2", blue | 1 | 220.00 | 220.00 |
| 26 | roll | Ribbon, 2", yellow | 1 | 220.00 | 220.00 |
| 27 | roll | Ribbon, 2", green | 1 | 220.00 | 220.00 |
| 28 | piece | Brown Envelope, long | 70 | 3.00 | 210.00 |
| ***Nothing Follows*** | | | | | |
| | | | Total Amount: | | 45,687.00 |
| Total Amount in Words | | Seven Thousand Three Hundred Thirty Four 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: | | Very truly yours, | | | |
|  | |  | | | |
| Signature over Printed Name of Supplier | | Signature over Printed Name of Authorized Official | | | |
| Date | | School Head Designation | | | |
| Fund Cluster : REGULAR MOOE | | ORS/BURS No. : | | | |
| Funds Available : | | Date of the ORS/BURS: | | | |
| | | Amount : | | | |
| Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit | | | | | |