

PURCHASE ORDER
DEPED, DIVISION OF OZAMIZ CITY

Supplier : KEEDEE OFFICE SUPPLIES TRADING	P.O. No. : <u>2025-02-006</u>
Address : OZAMIZ CITY	Date : <u>02/14/2025</u>
TIN : 306-794-052-00001	Mode of Procurement : SHOPPING

Gentlemen:

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

Place of Delivery : DALAPANG ELEMENTARY SCHOOL	Delivery Term : Pick Up
Date of Delivery : FEBRUARY 17, 2025	Payment Term : CHECK

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
5	piece	MARKER, Whiteboard, Black	18	9.00	162.00
6	ream	PAPER, MULTIPURPOSE A4	22	180.00	3960.00
7	pack	TOILET TISSUE PAPER, 2 ply	6	90.00	540.00
8	cart	INK CARTRIDGE, EPSON C13T664100 (T6641), Black	9	290.00	2610.00
9	cart	INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan	9	300.00	2700.00
10	cart	INK CARTRIDGE, EPSON C13T664300 (T6643), Magenta	9	300.00	2700.00
11	cart	INK CARTRIDGE, EPSON C13T664400 (T6644), Yellow	9	300.00	2700.00
14	piece	CERTIFICATE HOLDER	40	45.00	1800.00
16	unit	CCTV	6	1100.00	6600.00
17	unit	television smart, 43 inches	1	13000.00	13000.00
18	unit	Printer ALL IN ONE (SCAN, COPY, PRINT)	2	9300.00	18600.00
20	unit	Binding Ring metal, silver	10	75.00	75.00
23	piece	HDMI 20 meters, black coated wire	4	990.00	3960.00
24	ream	bond papers a4	70	179.00	12530.00
25	ream	bond papers Long	20	200.00	4000.00
Nothing Follows					
				Total Amount:	75,937.00

Total Amount in Words **SEVENTY FIVE THOUSAND NINE HUNDRED THIRTY SEVEN 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 R. OLMIGUEZ

Signature over Printed Name of Supplier

02-14-2025

Date

Very truly yours,


ADONIS D. GARNADA

Signature over Printed Name of Authorized Official

School Head

Designation

Fund Cluster : **REGULAR FUNDS**

Funds Available :

ORS/BURS No. :

Date of the ORS/BURS :

Amount :

Signature over Printed Name of Chief Accountant/Head of Accounting
Division/Unit