

PURCHASE ORDER
DEPED, DIVISION OF OZAMIZ CITY

Supplier : KEEDEE OFFICE SUPPLIES TRADING	P.O. No. : 2025-09 004
Address : OZAMIZ CITY	Date : February 18, 2025
TIN : 306-794-052-0000	Mode of Procurement : SVP

Gentlemen:

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

Place of Delivery : Felipe Carreon Central School	Delivery Term : Free Delivery
Date of Delivery : 3-5 calendar days after receipt of PO by the supplier	Payment Term : COD

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	piece	PHILIPPINE NATIONAL FLAG (cotton)	2	313.00	626.00
2	box	STAPLE WIRE, heavy duty (binder type), 23/13	10	50.00	500.00
3	pack	FOLDER with tab, A4 50s	2	345.00	690.00
4	set	MARKER, Flourescent (Deli)	3	24.00	72.00
5	box	PAPER CLIP, vinly/plastic coated, 33mm (Silo)	3	10.00	30.00
6	box	PAPER CLIP, vinly/plastic coated, jumbo, 50mm (Silo)	3	21.00	63.00
7	box	RUBBER BAND No. 18 (Brite)	1	165.00	165.00
8	piece	STAMP PAD, felt #2 Joy	3	38.00	114.00
9	piece	STAPLE REMOVER, plier-type (Joy)	2	60.00	120.00
10	piece	TAPE DISPENSER, table top (Big) Joy	2	179.00	358.00
11	pack	CARTOLINA, assorted colors	10	90.00	900.00
12	ream	PAPER, MULTICOPY A4(Bright White)	150	178.00	26,700.00
13	ream	PAPER, MULTICOPY LEGAL (Bright White)	80	200.00	16,000.00
14	ream	PAPER, parchment (Starparch)	10	350.00	3,500.00
15	book	RECORD BOOK, 300 PAGES	5	90.00	450.00
16	pack	TOILET TISSUE PAPER, 2 ply	10	108.00	1,080.00
17	roll	LAMINATING FILM	2	900.00	1,800.00
18	pack	STICKER PAPER	5	38.00	190.00
19	bottle	BLEACHING SOLUTION	72	54.00	3,888.00
20	piece	CERTIFICATE HOLDER	20	45.00	900.00
21	bottle	Epson Ink 003 black	45	290.00	13,050.00
22	bottle	Epson Ink 003 yellow	35	300.00	10,500.00
23	bottle	Epson Ink 003 magenta	35	300.00	10,500.00
24	bottle	Epson Ink 003 cyan	35	300.00	10,500.00
		Nothing Follows			
Total Amount:					102,696.00

(Total Amount in Words) **One Hundred Two Thousand Six Hundred Ninety Six 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:

Keedee Office Supplies Trading
09773112213

Signature over Printed Name of Supplier

Date

Very truly yours,

MELANIE G. LAGUSSignature 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 :