



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:	GEMMS ENTERPRISES	P.O. NO.:	2025-02-007
Address:	OZAMIZ CITY	Date :	February 10, 2025
TIN :	000-196-548-896	Mode of	Shopping
Tel No./CP No. :		Procurement :	

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

Place of Delivery:	GANGO ELEMENTARY SCHOOL	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	3	box	CLIP, backfold, 50mm	60.00	180.00
2	8	piece	MARKER, Whiteboard, Black	9.00	72.00
3	30	box	PAPER CLIP, vinly/plastic coated, jumbo, 50mm	19.00	570.00
4	4	bottle	INK CARTRIDGE, EPSON C13T664100 (T6641), Black	275.00	1,100.00
5	4	bottle	INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan	275.00	1,100.00
6	4	bottle	INK CARTRIDGE, EPSON C13T664300 (T6643), Magenta	275.00	1,100.00
7	4	bottle	INK CARTRIDGE, EPSON C13T664400 (T6644), Yellow	275.00	1,100.00
8	26	bottle	Ink, Epson 003, black	275.00	7,150.00
9	26	bottle	Ink, Epson 003, cyan	275.00	7,150.00
10	26	bottle	Ink, Epson 003, magenta	275.00	7,150.00
11	26	bottle	Ink, Epson 003, yellow	275.00	7,150.00
12	20	box	Pins (pokpok)	10.00	200.00
13	3	pack	Balloons 100's/pack	250.00	750.00

*** Nothing Follows ***

Total Amount	Thirty Four Thousand Seven Hundred Seventy Two pesos only	Php	34,772.00
---------------------	--	------------	------------------

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:

GEMMS ENTERPRISES
 Signature over Printed Name of Supplier
2-17-2025
 Date

Very truly yours,

JULIA A. BUENBRAZO
 School Head

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