



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**

<b>Supplier:</b>	KEEDEE OFFICE SUPPLIES TRADING	<b>P.O. NO.:</b>	2025-02-004
<b>Address:</b>	JAMISOLA EXT. STA. LUCIA DIST. PAGADIAN CITY	<b>Date :</b>	February 10, 2025
<b>TIN :</b>	306-794-052-000	<b>Mode of Procurement :</b>	Shopping
<b>Tel No./CP No. :</b>	9173112213		

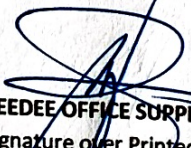
Please furnish this Office the following articles subject to the terms and conditions contained herein:

<b>Place of Delivery:</b>	GANGO ELEMENTARY SCHOOL	<b>Delivery Term:</b>	Free delivery
<b>Date of Delivery:</b>	5 calendar days after receipt of PO by the supplier	<b>Payment Term:</b>	Check upon delivery

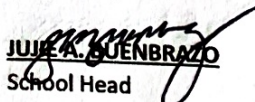
Item No.	Quantity	Unit	Description	Unit Cost	Amount
1	2	pack	FOLDER with tab, Legal	340.00	680.00
2	26	piece	MARKER, Permanent, Black	8.00	208.00
3	150	ream	PAPER, MULTIPURPOSE A4	180.00	27,000.00
4	3	ream	PAPER, parchment	350.00	1,050.00
5	10	roll	DOUBLE SIDED TAPE	32.00	320.00
6	26	bottle	BLEACHING SOLUTION	52.00	1,352.00
7	250	piece	CERTIFICATE HOLDER	45.00	11,250.00
8	30	piece	GLUE STICK (FOR GLUE GUN), small	5.00	150.00
9	1	piece	GLUE GUN, small, heavy duty	230.00	230.00
10	26	pouch	DETERGENT POWDER, all purpose	54.00	1,404.00
11	25	piece	DUST PAN	65.00	1,625.00
12	50	can	FLOOR WAX, paste type, red	289.00	14,450.00
13	26	bottle	Permenent Marker Ink Refill,	45.00	1,170.00
14	5	pack	Specialty Paper 90gsm, long	30.00	150.00
15	8	bottle	Whiteboard Marker Ink Refill,	75.00	600.00
16	3	ream	Oslo Paper (250pcs/ream)	235.00	705.00
17	215	piece	Medal DepEd Large	48.00	10,320.00
18	120	piece	Medal DepEd Medium	38.00	4,560.00
19	20	box	Pins (pokpok)	11.00	220.00
20	1	roll	Ribbon, satin 2"	220.00	220.00
21	4	roll	Ribbonette	220.00	880.00
22	10	pad	Glitter Pad (black & gold)	85.00	850.00
23	10	piece	Styrofoam (1 whole)	50.00	500.00
24	50	meter	Cloth (yellow, blue)	50.00	2,500.00
25	20	piece	Plastic Flower	30.00	600.00
<b>Total Amount</b>	<b>Eighty Two Thousand Nine Hundred Ninety Four pesos only</b>			<b>Php</b>	<b>82,994.00</b>

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  
 2/10-2025  
 Date

Very truly yours,

  
**JULIE K. SUENBRAZO**  
 School Head

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