



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:	KEEDEE OFFICE SUPPLIES TRADING	P.O. NO.:	2025-02-001
Address:	JAMISOLA EXT. STA. LUCIA DIST. PAGADIAN CITY	Date :	February 10, 2025
TIN :	306-794-052-000	Mode of	Shopping
Tel No./CP No. :	9173112213	Procurement :	

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

Place of Delivery:	TABID NHS	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	50	piece	Correction Tape	22.00	1,100.00
2	10	bar	DETERGENT BAR	14.00	140.00
3	40	pouch	DETERGENT POWDER, all purpose	88.00	3,520.00
4	1	piece	PHILIPPINE NATIONAL FLAG	320.00	320.00
5	35	roll	TAPE, transparent, 24mm	20.00	700.00
6	10	roll	TAPE, transparent, 48 mm	30.00	300.00
7	4	box	CLIP, backfold, 25mm	24.00	96.00
8	2	box	CLIP, backfold, 50mm	72.00	144.00
9	50	box	ENVELOPE, Expanding, Plastic	33.00	1,650.00
10	1	box	ENVELOPE, Mailing	380.00	380.00
11	40	box	PAPER CLIP, vinly/plastic coated, 33mm	10.00	400.00
12	40	box	PAPER CLIP, vinly/plastic coated, jumbo, 50mm	24.00	960.00
13	140	ream	PAPER, MULTIPURPOSE A4, 70gsm	180.00	25,200.00
14	8	ream	PAPER, MULTIPURPOSE LEGAL, 70gsm	205.00	1,640.00
15	5	box	PAPER, parchment, 100'S	350.00	1,750.00
16	45	piece	Ballpen Black	7.00	315.00
17	35	piece	Ballpen, Red	7.00	245.00
18	100	meter	Cloth, Colored	50.00	5,000.00
19	50	meter	Cloth, White	50.00	2,500.00
20	4	packs	Construction Paper (long)	285.00	1,140.00
21	5	packs	Construction Paper (short)	265.00	1,325.00
22	5	ream	Folder White, Legal, 100's	675.00	3,375.00
23	40	pack	Glitter Paper (gold, silver, green)	95.00	3,800.00
24	40	bottle	Glue White (min. 130gms)	55.00	2,200.00
25	40	piece	Highlighter Branded	24.00	960.00
26	40	bottle	Ink Original Epson, 003 Black	325.00	13,000.00
27	20	bottle	Ink Original Epson, 003 Cyan	330.00	6,600.00
28	20	bottle	Ink Original Epson, 003 Magenta	330.00	6,600.00
29	20	bottle	Ink Original Epson, 003 Yellow	330.00	6,600.00
30	30	bottle	Liquid Bleach, 1000ml	51.00	1,530.00
31	50	piece	Metallic paper foil, Assorted Color	16.50	825.00
32	30	box	Paper Fastener Coated (Plastic)	38.00	1,140.00
33	60	piece	Permanent marker/Pentil Pen, Refillable, Fine Tip, Black	40.00	2,400.00
34	15	bottle	Permanent/Pentel Ink Refill, Black	90.00	1,350.00
35	10	pack	Photopaper, A4, 20pcs/pack	88.00	880.00
36	10	pack	Pins, push type, Plastic head	38.00	380.00
37	10	pad	Pins (pokpok)	11.50	115.00
38	35	piece	Plastic Envelope, Expandable with handle, Long size	57.00	1,995.00
39	30	piece	Plastic Envelope, Long	13.00	390.00
40	75	piece	Rug/Doormat, Cotton material	55.00	4,125.00
41	12	piece	Sign pen 0.5, Black	26.00	312.00
42	60	packs	Specialty Paper, 90gsm, A4	25.00	1,500.00
43	20	packs	Specilaty Board (Long)	40.00	800.00
44	25	pack	Sticker Paper Mat A4 20's/pack	36.00	900.00
45	20	pack	Sticky Notes 3"x3"	32.00	640.00
46	40	roll	Tape Double sided, 1", BIG	32.00	1,280.00
47	10	roll	Tape Masking 1"	45.00	450.00
48	20	piece	Toilet Bowl Cleaner	93.00	1,860.00
49	40	pack	Trash Bag, Black Medium 22" x 24", 10pcs/pack	55.00	2,200.00
50	20	book	RECORD BOOK, 300 PAGES, size: 214mm x278mm min	90.00	1,800.00
51	200	piece	Cartolina, neon colors, assorted	12.00	2,400.00
52	20	piece	Expanded Envelope, BLUE, hard	17.00	340.00
53	20	piece	Expanded Envelope, Brown, hard	17.00	340.00
54	125	pack	Specialty Board A4	38.00	4,750.00
55	1	packs	PVC ID (PRE-CUT), 200's	1,350.00	1,350.00
56	1	roll	Plastic Cover #6	2,400.00	2,400.00
Total Amount	One Hundred Thirty Thousand Four Hundred Twelve pesos only			Php	130,412.00

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:

 KEEDEE OFFICE SUPPLIES TRADING
 Signature over Printed Name of Supplier
 Date: 2-10-2025

Very truly yours,

 ESTRELLA YERNE
 School Head

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